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Municipal Government Wage Survey

San Francisco, California - January 1975

U.S. Department of Labor
Bureau of Labor Statistics
Pacific Region
San Francisco, California
January 1975

Pacific Regional Report 36

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Municipal Government Wage Survey

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450 Golden Gate Ave.
San Francisco, California 94102
January 1975

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1975

Municipal government
wage survey, San

SAN FRANCISCO, CALIFORNIA MUNICIPAL GOVERNMENT WAGE SURVEY

PREFACE

In this report, the Bureau of Labor Statistics summarizes the results of a January 1975 survey of occupational earnings, work practices, and supplementary benefits for employees of the municipal government of San Francisco, California.

Since the early 1950's, the Bureau has been conducting periodic surveys of wages and related benefits in the Nation's major metropolitan areas. These data were limited to private enterprise, however, and comparable data were either lacking or not readily available for government employees, although they represented a large and growing segment of the total work force. Recognizing the increased interest in governmental pay, the Bureau of Labor Statistics began a series of wage and related benefit studies in eight city governments during 1970. The series was later expanded to include all cities with populations of 500,000 or more. A selection of smaller cities with populations of over 250,000 was studied in fiscal 1973. The Bureau's fiscal 1974 and 1975 municipal wage survey programs included cities having populations of 500,000 or more; 12 cities were studied in fiscal 1974 and 26 cities were studied in fiscal 1975. (A listing of the city governments surveyed to date appears at the end of this report.)

To facilitate comparisons, the surveys were designed to be as comparable as possible to the Bureau's Area Wage Surveys of private industry and to other related studies. Provisions were made, however, to incorporate information on key occupations peculiar to city governments. The survey design and data requirements have remained basically the same since 1970, although there have been modifications. The most extensive changes were made in 1973 when 20 new jobs were added to the list of occupations studied; a description of city pay plans and their administration was incorporated into the survey; and more comprehensive information was added on health, insurance, and pension benefits.

Data were obtained by John Cunningham, an economist of the Bureau's San Francisco Regional Office. The report was prepared by Harry Filer and Lou Schneider in the Bureau's San Francisco Regional Office.

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INTRODUCTION

The City of San Francisco operates under the Board of Supervisor-Mayor form of government. The Board of Supervisors is responsible for all policy matters and controls the raising and appropriation of funds, levies taxes, and contracts debts. The Mayor is responsible for the general administration of city business and all Administrative Heads report directly to the Mayor. Members of the Board of Supervisors and the Mayor are elected to four-year terms of office, with the election of Supervisors being held on a staggered basis so that six of the twelve positions are up for election every two years.

This study is designed to cover all municipal functions with the exception of elected and appointed officials, public education, and municipal hospital employees, seasonal and part-time employees, force account construction workers, and employees of all special districts and authorities which are not under the authority of the Mayor or the Board of Supervisors.

In January 1975, the City of San Francisco had approximately 18,000 employees within the scope of the survey. These included 10,500 white collar employees, 4,700 trades and labor employees, 1,800 fire fighters, and 2,000 police officers. Information pertaining to work practices and supplementary benefits are presented for all workers within the following four broad occupational groups: White Collar, Trade and Craft Labor, Police, and Fire Protection. Salary data, however, are reported only for selected occupations within the following job categories: Office Clerical, Data Processing, Maintenance, Custodial, Trades and Labor, Public Safety and Corrections, Sanitation, and Professional, Administrative and Technical.

LABOR RELATIONS

At the time of this study, California Law requires Administrators of public agencies to meet and confer with employee representatives in order to reach a memorandum of understanding regarding wages, supplemental benefits, grievance procedures, working rules, and departmental policies. Therefore the City of San Francisco has no direct collective bargaining agreements with its employees, but uses memoranda of understanding in lieu of contracts. Currently the City of San Francisco has memoranda of understanding with the following organizations:

American Federation of Technical Engineers #21
Automotive Machinists #1305
Blacksmith Union #10
Boilermakers
Bricklayers Union #7
Bridge, Structural Iron Workers #377
Building Materials & Construction Teamsters Union #216
Butchers #115
District Council of Carpenters
Cement Masons #580
Civil Service Building Maintenance Employees #66-A
Civil Service Association #400
Construction & General Laborers #261
Electrical Workers #6
Electrical Workers #1245
Elevator Constructors #8
Fire Fighters #798
Garage Employees Union #665
Glaziers & Glass Workers #718
Granite Cutters Union
Hod Carriers #36
Hospital & Institutional Workers #250
International Brotherhood of Electrical Workers #202
International Brotherhood of Teamsters #960
Machinists Lodge #68
Operating Engineers #3
Operating Engineers (Stationary) #39
Pattern Makers Association of San Francisco
District Council of Painters #8
Piledrivers, Carpenters, Bridge, Wharf & Dock Builders #34
Plasterers #66
Plumbers & Steamfitters #38
Sheet Metal Union #104
Roofers Union #40
San Francisco Labor Council
San Francisco Social Services Employees Union
Theatrical Stage Employees
Tile Layers Union #19
Transport Workers of America #250-A
Upholsterers Union #3
Warehouse International Brotherhood of Teamsters Union #860
Window Cleaners Union #44
Service Employees Union #14
Golden Gate Nurses Association
Deputy Sheriffs of San Francisco
Municipal Executive Employees Association
Public Library Staff Association
Public Works Employees Association
San Francisco Police Officers Association

The largest of these organizations are the Civil Service Association Local #400 with over 3,000 employees; the International Federation of Firefighters #798 and the San Francisco Police Officers Association with about 1,500 members each; the Hospital and Institutional Workers #250 with about 1,500 members; the Civil Service Building Maintenance #66-A with 1,100 members; and the Transport Workers of America #250, which has over 3,000 members among drivers for the Municipal Railway System, airport personnel, and bridge toll takers.

PAY PLANS

City employees are grouped into four broad categories for purposes of administering pay plans. These are miscellaneous employees, police and fire protection, craft and labor, and municipal railway platform personnel.

Miscellaneous employees: This is by far the largest pay category administered by the city. In January 1975, miscellaneous employees accounted for 15,900 positions, including the following: 700 social workers, 200 probation officers, 160 juvenile hall counselors, 300 eligibility workers, 150 professional librarians, 275 deputy sheriffs, 469 security personnel, 217 recreational directors, 480 positions in the Parks Department, 160 positions at the airport, 384 engineers, 132 attorneys, 349 accountants, 1,500

custodial and laundry positions, 1,100 food service clerks, 950 registered nurses, 925 licensed vocational nurses, 350 physicians, 200 residents, 500 other health services professionals such as radiologists, physical therapists, chemists, and health inspectors, and other smaller groupings.

Wage determinations for this category of workers are based primarily on the results of an annual survey, which the city's personnel department conducts to determine the prevailing wages, salaries, and supplemental benefits of private industry in San Francisco and public agencies in the State of California. Proposals are developed from analysis of the survey results and submitted to the Board of Supervisors which determines what adjustments in wages, salaries, and supplemental benefits are required by the city's charter and the public interest. Once salary determinations have been established by the Board, they are published by salary range in the Salary Standardization Ordinance. (See Appendix A.)

Police and Fire Protection: As set forth in the City Charter, wages for these two categories of workers are set annually in accordance with a comparability principle with other California cities with populations of 100,000 or more. (See Appendix B and C.) Their wages and supplemental benefits, such as pension and insurance plans, are administered separately from the civilian employees of the police and fire departments. Civilian employees of these two departments receive the same benefits as their counterparts in "miscellaneous" or "craft and labor" occupations.

Craft and Labor: As set forth in the City Charter, wages for this category of workers are set annually in accordance with a comparability principle with the various collective bargaining agreements in force for like crafts in private industry in San Francisco.

Municipal Railway Platform Personnel: As set forth in the City Charter, wages for this category of workers are set annually based on an average of the two highest wage schedules paid comparable classifications by street railway systems in U.S. cities which have a population in excess of 500,000 and employ at least 400 people. (See Appendix D.)

OCCUPATIONAL EARNINGS

Table 1 on the following pages shows the number of employees in each of the occupations studied, their standard weekly hours, and straight-time monthly earnings. Average (mean) monthly earnings are shown for all selected occupations; median monthly earnings are shown only for those occupations with 10 or more employees. Data are presented for selected occupations in five general categories of the work force.

(1) Office clerical occupations includes workers engaged in normal office tasks at the nonsupervisory level.

(2) Maintenance, custodial and equipment operator occupations include both skilled and unskilled workers responsible for upkeep and repair of city property and equipment; streets maintenance; janitorial and sanitation services; and warehousing and material movement.

(3) Protective service occupations include sworn and uniformed members of the police and fire departments (who are considered separately in the administration of such supplementary benefits as pensions and insurance coverage).

(4) Data processing occupations include supervisory and nonsupervisory workers involved in electronic data processing and tabulating machine operation.

(5) Professional, administrative and technical occupations include workers performing scientific, engineering and technical jobs, at both the supervisory and nonsupervisory levels, as well as professionals and administrators.

The earnings data are the monthly compensation for employees in those city job classes that matched with the BLS survey occupations, as defined in Appendix E. The City pay ranges that correspond to these individual jobs can be found by referencing the City pay grade shown in Table 1 to the salary schedules in Appendixes A-D. The job descriptions relating to the office clerical, maintenance, and data processing occupations are the same as those used in BLS Area Wage Surveys of private industry pay in over 90 metropolitan areas, including San Francisco. The remaining descriptions were developed expressly for the Bureau's Municipal Government Wage Surveys. The results of the Bureau's most recent San Francisco Annual Area Wage Survey are published in BLS Bulletin No. 1850-35. This bulletin may be ordered from the U.S. Department of Labor, Regional Administration and Management Office, 450 Golden Gate Avenue, Box 36017, San Francisco, California 94102, at a cost of $1.00. This study is conducted and a new edition is issued annually.

Several survey concepts and statistical measures, as they apply in the table, are:

Standard hours - the average workweek for which employees receive their regular straight-time salaries, exclusive of overtime pay at regular or premium rates.

Straight-time earnings - base salaries plus longevity pay, prorated on a monthly basis. The earnings figures do not include overtime pay, clothing allowances, or shift differentials.

Mean earnings - the average obtained by totaling all workers' earnings and dividing by the number of workers. Means are shown for all occupations and are rounded to the nearest dollar.

Median earnings - a position in array of all earnings. Half of the employees surveyed received more than this amount; half received less. Medians are shown only for those occupations with ten or more employees and are rounded to the nearest dollar.

TABLE 1
SAN FRANCISCO MUNICIPAL GOVERNMENT, JANUARY, 1975
Average Straight Time Weekly Hours And
Monthly Earnings Of Selected Occupations

OCCUPATION	City Pay Grade 1/	Number of workers	Ave. wkly. Hours	MONTHLY EARNINGS		NUMBER					
				MEAN	MEDIAN	$500 $550	$550 $600	$600 $650	$650 $700	$700 $750	$
OFFICE CLERICAL OCCUPATIONS											
Bookkeeping-machine operators, class A	27.8	12	40.0	$910.	$ 896.						
Bookkeeping-machine operators, class B	23.3	1	40.0	698.					1		
Clerks, accounting, class A	25.8	48	40.0	837.	857.						
Clerks, accounting, class B	22.8	165	40.0	688.	652.				107	44	
Clerks, file, class A	24.8	43	40.0	818.	818.					11	
Clerks, file, class B	22.3	130	40.0	702.	698.			25	56	17	
Clerks, file, class C	18.3	29	40.0	598.	584.	6	7	16			
Clerks, payroll	24.8	94	40.0	800.	783.					20	
Messengers (office boys and girls)	18.3	25	40.0	596.	584.	7	4	14			
Stenographers, general	21.3 & 23.3	222	40.0	731.	698.			4	88	41	
Stenographers, senior	24.8	340	40.0	816.	817.					50	
Switchboard operators, class A	23.3	53	40.0	765.	765.				4	15	
Switchboard operators, class B	22.3	35	40.0	709.	698.			5	13	8	
Transcribing-machine operators, general	23.3	62	40.0	760.	765.				9	15	
Typists, class A	24.3	755	40.0	803.	800.				13	57	3
Typists, class B	22.3 & 18.8	684	40.0	707.	698.	3	7	109	245	130	1
DATA PROCESSING OCCUPATIONS											
Keypunch operators, class A	24.3	3	40.0	837.							
Keypunch operators, class B	22.3	63	40.0	714.	698.			5	27	8	
Tabulating-machine operators, class A	31.3	6	40.0	1153.							
Tabulating-machine operators, class B	28.8	7	40.0	1027.							
Tabulating-machine operators, class C	24.3	46	40.0	788.	765.				3	8	
Computer operators, class A	28.8	1	40.0	1027.							
Computer operators, class B	26.3	3	40.0	864.							
Computer programmers, class A	34.5	4	40.0	1250.							
Computer programmers, class B	31.5	11	40.0	1037.	1014.						
Computer systems analysts, class A	36.5 & 39.5	8	40.0	1357.							
Computer systems analysts, class B	33.5	7	40.0	1229.							
MAINTENANCE, CUSTODIAL, TRADES, & LABOR OCCUPATIONS											
Carpenters, maintenance	S.R.	71	40.0	1736.	1736.						
Electricians, maintenance	S.R.	66	40.0	1736.	1736.						
Guards	25.8	79	40.0	846.	817.					3	
Heavy equipment operators	S.R.	29	40.0	1545.	1545.						
Helpers, maintenance trades	S.R. 2/	27	40.0	1524.							
Janitors, porters, and cleaners	23.3	411	40.0	770.	765.				46	61	
Laborers, class A	S.R.	31	40.0	1004.	1004.						

1/ Corresponding rate ranges are listed by city schedule number in Appendix-A except for the following:
1. City schedule numbers Q2 and Q3 which are in Appendix-B; or
2. City schedule numbers H2 and H30 which are in Appendix-C; or
3. Jobs noted "S.R." which are single rated jobs.

2/ Two seperate categories of helpers, maintenance trades are employed by the City.

TABLE 1
SAN FRANCISCO MUNICIPAL GOVERNMENT, JANUARY, 1975
Average Straight Time Weekly Hours And
Monthly Earnings Of Selected Occupations

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SURVEY, JANUARY, 1975. THE SURVEY WAS IS
REGIONAL OFFICE OF THE BUREAU OF LABOR ST

OCCUPATION	City Pay Grade 1/	Number of workers	Ave. wkly. Hours	MONTHLY EARNINGS					
				MEAN	MEDIAN	$500	$550	$600	$650
						$550	$600	$650	$700
OFFICE CLERICAL OCCUPATIONS									
Bookkeeping-machine operators, class A	27.8	12	40.0	$910.	$ 896.				
Bookkeeping-machine operators, class B	23.3	1	40.0	698.					1
Clerks, accounting, class A	25.8	48	40.0	837.	857.				
Clerks, accounting, class B	22.8	165	40.0	688.	652.				107
Clerks, file, class A	24.8	43	40.0	818.	818.				
Clerks, file, class B	22.3	130	40.0	702.	698.			25	56
Clerks, file, class C	18.3	29	40.0	598.	584.	6	7	16	
Clerks, payroll	24.8	94	40.0	800.	783.				
Messengers (office boys and girls)	18.3	25	40.0	596.	584.	7	4	14	
Stenographers, general	21.3 & 23.3	222	40.0	731.	698.			4	88
Stenographers, senior	24.8	340	40.0	816.	817.				
Switchboard operators, class A	23.3	53	40.0	765.	765.				4
Switchboard operators, class B	22.3	35	40.0	709.	698.			5	13
Transcribing-machine operators, general	23.3	62	40.0	760.	765.				9
Typists, class A	24.3	755	40.0	803.	800.				13
Typists, class B	22.3 & 18.8	684	40.0	707.	698.	3	7	109	245
DATA PROCESSING OCCUPATIONS									
Keypunch operators, class A	24.3	3	40.0	837.					
Keypunch operators, class B	22.3	63	40.0	714.	698.			5	27
Tabulating-machine operators, class A	31.3	6	40.0	1153.					
Tabulating-machine operators, class B	28.8	7	40.0	1027.					
Tabulating-machine operators, class C	24.3	46	40.0	788.	765.				3
Computer operators, class A	28.8	1	40.0	1027.					
Computer operators, class B	26.3	3	40.0	864.					
Computer programmers, class A	34.5	4	40.0	1250.					
Computer programmers, class B	31.5	11	40.0	1037.	1014.				
Computer systems analysts, class A	36.5 & 39.5	8	40.0	1357.					
Computer systems analysts, class B	33.5	7	40.0	1229.					
MAINTENANCE, CUSTODIAL, TRADES, & LABOR OCCUPATIONS									
Carpenters, maintenance	S.R.	71	36.0	1562.	1562.				
Electricians, maintenance	S.R.	66	35.0	1519.	1519.				
Guards	25.8	79	40.0	846.	817.				
Heavy equipment operators	S.R.	29	40.0	1545.	1545.				
Helpers, maintenance trades	S.R. 2/	27	35.0 40.0	1344.	1294.				
Janitors, porters, and cleaners	23.3	411	40.0	770.	765.				46
Laborers, class A	S.R.	31	40.0	1004.	1004.				

1/ Corresponding rate ranges are listed by city schedule number in Appendix-A except for the follow
1. City schedule numbers Q2 and Q3 which are in Appendix-B; or
2. City schedule numbers H2 and H30 which are in Appendix-C; or
3. Jobs noted "S.R." which are single rated jobs.

2/ Two seperate categories of helpers, maintenance trades are employed by the City.

RANCISCO MUNICIPAL GOVERNMENT WAGE
AS REGIONAL REPORT 36 OF THE PACIFIC
TICS.

BER OF WORKERS RECEIVING STRAIGHT-TIME MONTHLY EARNINGS OF-

$750	$800	$850	$900	$950	$1000	$1100	$1200	$1300	$1400	$1500	$1600	$1700	$1800	$1900	$2000	$2100	$2200 AND
$800	$850	$900	$950	$1000	$1100	$1200	$1300	$1400	$1500	$1600	$1700	$1800	$1900	$2000	$2100	$2200	OVER
	1	6	3	2													
24		24															
14																	
	4	28															
32																	
26	22	26															
89																	
73	57	160															
10	24																
9																	
38																	
306	379																
190																	
	3																
23																	
						6											
					7												
7	28																
					1												
1		1	1														
						1	2	1									
				4	4	3											
							1	3	1	1							
						2	2	3									
											71						
											66						
9	20	23	24														
											29						
							2	25									
304																	
					31												

KERS RECEIVING STRAIGHT-TIME MONTHLY EARNINGS OF -

	$850	$900	$950	$1000	$1100	$1200	$1300	$1400	$1500	$1600	$1700	$1800	$1900	$2000	$2100	$2200
	$900	$950	$1000	$1100	$1200	$1300	$1400	$1500	$1600	$1700	$1800	$1900	$2000	$2100	$2200	AND OVER
6	3	2														
24																
28																
26																
160																

TABLE 1 (Continued)

OCCUPATION	City Pay Grade 1/	Number of workers	Ave. wkly. Hours	MONTHLY EARNINGS		NUMBER					
				MEAN	MEDIAN	$500 $550	$550 $600	$600 $650	$650 $700	$700 $750	$ $
MAINTENANCE, CUSTODIAL, TRADES, & LABOR OCCUPATIONS cont.											
Laborers, class B	S.R.	420	40.0	$ 962.							
Mechanics, automotive (maintenance)	S.R.	76	40.0	1522.	$ 1522.						
Painters, maintenance	S.R.	90	40.0	1766.	1766.						
Park laborers (groundsmen)	S.R.	170	40.0	913.	913.						
Plumbers, maintenance	S.R.	53	40.0	1934.	1934.						
Truckdrivers, light (under 1 1/2 tons)	S.R.	12	40.0	1180.	1180.						
Truckdrivers, heavy (over 4 tons, other)	S.R.	119	40.0	1180.	1180.						
Watchmen	22.3	29	40.0	710.	698.			3	12	7	
PUBLIC SAFETY AND CORRECTION OCCUPATIONS											
Correction officers	30.2	175	40.0	1030.	998.						
Firefighters	H2	1219	47.8	1380.	1372.						
Fire captains	H30	86	40.0	1842.	1842.						
Police patrolmen	Q2	1229	40.0	1383.	1372.						
Police sergeants	Q50	233	40.0	1612.	1612.						
Probation officers	33	101	40.0	1188.	1190.						
SANITATION OCCUPATIONS											
Refuse truckdrivers	S.R.	53	40.0	1180.	1180.						
PROFESSIONAL, ADMINISTRATIVE AND TECHNICAL OCCUPATIONS											
Accountants, class A	36.5	43	40.0	1337.	1277.						
Accountants, class B	32.5	64	40.0	1157.	1112.						
Accountants, class C	28.5	126	40.0	953.	924.						
Building inspectors	40.5	39	40.0	1756.	1541.						
Chemists, class A	39.8	1	40.0	1781.							
Chemists, class B	38.0										
	38.3										
	35.3	8	40.0	1536.							
Chemists, class C	30.3										
	32.8										
	33.8	18	40.0	1204.	1295.						
Engineers, class A											
Civil	42.5										
	45.0	59	40.0	2012.	1951.						
Except civil	42.5										
	44.5										
	45.0	26	40.0	2006.	1951.						
Engineers, class B											
Civil	36.0										
	39.5	138	40.0	1491.	1300.						

TABLE 1 (Continued)

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SURVEY, JANUARY, 1975. THE SURVEY WAS ISS
REGIONAL OFFICE OF THE BUREAU OF LABOR STA

OCCUPATION	City Pay Grade 1/	Number of workers	Ave. wkly. Hours	MONTHLY EARNINGS		$500 $550	$550 $600	$600 $650	$650 $700	$
				MEAN	MEDIAN					
MAINTENANCE, CUSTODIAL, TRADES, & LABOR OCCUPATIONS cont.										
Laborers, class B	S.R.	420	40.0	$ 962.						
Mechanics, automotive (maintenance)	S.R.	76	40.0	1522.	$ 1522.					
Painters, maintenance	S.R.	90	35.0	1545.	1545.					
Park laborers (groundsmen)	S.R.	170	40.0	913.	913.					
Plumbers, maintenance	S.R.	53	35.0	1692.	1692.					
Truckdrivers, light (under 1 1/2 tons)	S.R.	12	40.0	1180.	1180.					
Truckdrivers, heavy (over 4 tons, other)	S.R.	119	40.0	1180.	1180.					
Watchmen	22.3	29	40.0	710.	698.			3	12	
PUBLIC SAFETY AND CORRECTION OCCUPATIONS										
Correction officers	30.2	175	40.0	1030.	998.					
Firefighters	H2	1219	48.7	1380.	1372.					
Fire captains	H30	86	48.7	1842.	1842.					
Police patrolmen	Q2	1229	40.0	1383.	1372.					
Police sergeants	Q50	233	40.0	1612.	1612.					
Probation officers	33	101	40.0	1188.	1190.					
SANITATION OCCUPATIONS										
Refuse truckdrivers	S.R.	53	40.0	1180.	1180.					
PROFESSIONAL, ADMINISTRATIVE AND TECHNICAL OCCUPATIONS										
Accountants, class A	36.5	43	40.0	1337.	1277.					
Accountants, class B	32.5	64	40.0	1157.	1112.					
Accountants, class C	28.5	126	40.0	953.	924.					
Building inspectors	40.5	39	40.0	1756.	1541.					
Chemists, class A	39.8	1	40.0	1781.						
Chemists, class B	38.0									
	38.3									
	35.3	8	40.0	1536.						
Chemists, class C	30.3									
	32.8									
	33.8	18	40.0	1204.	1295.					
Engineers, class A										
Civil	42.5									
	45.0	59	40.0	2012.	1951.					
Except civil	42.5									
	44.5									
	45.0	26	40.0	2006.	1951.					
Engineers, class B										
Civil	36.0									
	39.5	138	40.0	1491.	1300.					

7

ANCISCO MUNICIPAL GOVERNMENT WAGE
AS REGIONAL REPORT 36 OF THE PACIFIC
ICS.

ER OF WORKERS RECEIVING STRAIGHT-TIME MONTHLY EARNINGS OF -																	
$750	$800	$850	$900	$950	$1000	$1100	$1200	$1300	$1400	$1500	$1600	$1700	$1800	$1900	$2000	$2100	$2200 AND
$800	$850	$900	$950	$1000	$1100	$1200	$1300	$1400	$1500	$1600	$1700	$1800	$1900	$2000	$2100	$2200	OVER
				420					76	90							
					170						53						
						12											
7						119											
			10	67	98			1219					86				
								1229									
					7	52	42				233						
						53											
							16	14	13								
	10	17	28	29	8 42	31	25										
										3		36 1					
								1	1	6							
				1	1	6	10										
												4	4	32		19	
														20		6	
						9	23	7	37	10	52						

ERS RECEIVING STRAIGHT-TIME MONTHLY EARNINGS OF -

$850	$900	$950	$1000	$1100	$1200	$1300	$1400	$1500	$1600	$1700	$1800	$1900	$2000	$2100	$2200
$900	$950	$1000	$1100	$1200	$1300	$1400	$1500	$1600	$1700	$1800	$1900	$2000	$2100	$2200	AND OVER
		420					76			90					
			170									53			
				12											
				119											
	10	67	98			1219					86				
						1229			233						
			7	52	42										
				53											
					16	14	13								
			8	31	25										
17	28	29	42					3		36					
										1					
						1	1	6							
		1	1	6	10										
										4	4	32		19	
												20		6	
				9	23	7	37	10	52						

TABLE 1 (Continued)

OCCUPATION	City Pay Grade 1/	Number of workers	Ave. wkly. Hours	MONTHLY EARNINGS		NUMBER					
				MEAN	MEDIAN	$500 $550	$550 $600	$600 $650	$650 $700	$700 $750	$75 $80
PROFESSIONAL, ADMINISTRATIVE, AND TECHNICAL OCCUPATIONS cont.											
Engineers, class B											
Except civil	36.0										
	39.0										
	39.5	63	40.0	$ 1486.	$ 1652.						
Engineers, class C											
Civil	33.0	58	40.0	1125.	1086.						
Except civil	33.0	18	40.0	1186.	1190.						
Electronic technicians, class B	33.3	2	40.0	1264.							
Library assistants	25.0	89	40.0	795.	789.					8	5
Librarians	29.0	59	40.0	970.	946.						
Library directors	50.0	1	40.0	2535.							
Recreation leaders	28.8	99	40.0	965.	937.						
Rodmen, chainmen	S.R.	32	40.0	1281.	1281.						
Social workers, class A											
Public welfare	31.0	100	40.0	1126.	1086.						
Medical or psychiatric	35.5										
.	36.5	32	40.0	1404.	1404.						
Corrections, probation and parole services	35.0	61	40.0	998.	1291.						
Not elsewhere classified	36.5	44	40.0	1469.	1469.						
Social workers, class B											
Public welfare	29.5	125	40.0	1017.	1014.						
Medical or psychiatric	33.5										
	34.5	70	40.0	1230.	1277.						
Not elsewhere classified	34.5	74	40.0	1275.	1277.						
Surveyors	S.R.	30	40.0	1545.	1545.						

3/ Library Director 1 @ $2300-$2400.

RKERS RECEIVING STRAIGHT-TIME MONTHLY EARNINGS OF -																
300	$850	$900	$950	$1000	$1100	$1200	$1300	$1400	$1500	$1600	$1700	$1800	$1900	$2000	$2100	$2200 AND
850	$900	$950	$1000	$1100	$1200	$1300	$1400	$1500	$1600	$1700	$1800	$1900	$2000	$2100	$2200	OVER
					2	3	15	16	4	23						
				32	14	12										
				3	7	8										
						2										
6	20															
	5	24	11	19												1 3/
	16	27	28	28												
						32										
				15	85											
					2	12	9	10								
					20	8	33									
								44								
	3	21	15	86												
				19	19	36	12									
					16	17	41									
									30							

WORK PRACTICES AND SUPPLEMENTARY BENEFITS

Information on selected work practices and supplementary benefits was collected for four broad occupational groups: White collar, trades and labor, fire fighters and police. These four groups were chosen because it was expected that workers within each of these individual groups would have the same work practices and receive the same supplementary benefits even if such practices and benefits did not apply to all city employees.

Rules governing working hours, overtime, holidays, vacation, sick leave, and other types of supplementary benefits for all San Francisco municipal employees are enacted by the Board of Supervisors.

Frequency of Wage Payment

All municipal employees are paid bi-weekly. The actual payday is different for the various departments, allowing the processing of payrolls to be spread over several days. Temporary employees are paid five business days later than permanent employees.

Scheduled Workweek

The normal basic workweek for all employees of San Francisco except firefighters is 40 hours, consisting of five consecutive 8-hour days. Most departments of the city serve the public five days a week from 8:00 a.m. to 5:00 p.m. Some departments are open for business seven days a week, resulting in considerable variation in working days and hours depending upon individual assignments. The normal workday includes one hour off for lunch and a 15-minute rest period for each one-half shift.

Fire fighters work schedule consists of nine 24-hour shifts during a 31-day cycle. This yields a 48.7 hour workweek.

Premium Pay for Overtime

Compensation for overtime work is at a rate of one and one-half (1½) times the straight-time rate of pay. Overtime is defined as that time worked in excess of 8 hours in a workday or in excess of 40 hours in a workweek, or work on holidays and other non-workdays.

Uniformed employees of the police and fire departments required to work overtime or on a holiday are paid straight time or given equivalent time off.

Executives and employees in certain supervisory and administrative classifications may not receive pay for overtime, but may be granted compensatory time off.

Craft employees required to work overtime or on a holiday are paid the overtime rate established in the collective bargaining agreements normally prevailing for those crafts in private industry in San Francisco.

Paid Holidays

All municipal employees, except those belonging to craft unions, receive the following 11 paid holidays:

New Year's Day	Admission Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

In addition, all city employees receive paid leave for the following:

1. Good Friday, from 12:00 Noon to 3:00 p.m.
2. State Election days
3. Any day declared a holiday by the President or the Governor

If any of these designated holidays occur on Sunday, the following Monday is observed as the holiday. If they should fall on Saturday, the preceding Friday is observed as the holiday. Employees required to work on holidays receive pay at the rate of one and one-half (1½) times straight-time earnings.

Craft employees receive holidays with pay as provided for in the collective bargaining agreements which prevail in private industry employing such crafts in San Francisco.

Paid Vacations

Annual vacations are provided for all employees. Vacation allowances are based on length of service:

10 working days per year for the first 5 years' service
15 working days per year after 5 years' service
20 working days per year after 15 years' service

The third and fourth week of vacation cannot be taken until the employee has reached the anniversary date of his fifth or fifteenth year of service.

Employees must take at least one full week of vacation annually. The balance may be taken on an intermittent daily basis as approved by the department. Permanent employees may accumulate a maximum of thirty (30) working days of vacation for future use. When a holiday falls on a regular working day during vacation, the holiday is not counted as vacation time.

Shift Differentials

The swing shift, or second shift, is designated as that which begins between 12 Noon and 7:59 p.m. The graveyard, or third shift, begins between 8:00 p.m. and 4:00 a.m. Employees assigned to work either an 8-hour swing or graveyard shift are entitled to a shift differential of 6¼ percent. Shift differentials

are paid only for time worked, not for paid holidays or other paid time not worked. If a shift differential is applicable to time worked at an overtime rate of pay, the shift differential is calculated at one and one-half times the standard shift differential.

Shift differentials for craft and labor employees are usually on a cents per hour basis, and vary depending on which collective bargaining agreement is applicable.

Police officers, firefighters, and medical personnel do not receive shift or night tour differentials.

Personal Leave

Employees may request leave for personal reasons. A personal leave may be approved for a period not to exceed one (1) month for each six (6) months of permanent service up to a maximum of nine (9) months' leave.

Sick Leave Without Pay

1. Permanent employees--up to three (3) years, must be renewed every six (6) months.
2. Probationary employees--ten (10) days.
3. Temporary employees--ten (10) days, may be extended if replacement is not necessary.

Absence on sick leave without pay in excess of five (5) consecutive days requires a doctor's certification.

Jury Duty

Any employee who is called on jury duty for a Municipal, State, or Federal Court is allowed his salary less the amount of jury fees paid while serving as a juror.

Educational Leave

Leaves for the purpose of securing additional education in a field related to an employee's position may be granted for the period required to complete the course work.

Military Leave

Employees may be granted military leaves. Under certain conditions, employees on military leave may receive their regular salary or compensations for a period not to exceed thirty (30) calendar days.

Funeral Leave

Employees may be granted Personal Leave in the event of a death in the immediate family.

Health, Insurance, and Pension Plans

Health Benefits

The City of San Francisco, through the Health Service Board, provides a choice of three plans for active and retired city employees and their dependents. Each of the three plans is jointly financed. Plan I is a City-Administered Health Plan with Major Medical. Plan II is a Kaiser Foundation Health Plan with Major Medical. Plan III is a Blue Cross Plan with Major Medical. Permanent employees of the city and county and some special districts and authorities become members of the Health Service System when they become members of the City and County Employees Retirement System. No coverage is granted to temporary employees. Employees failing to select one of the plans will be automatically enrolled in Plan I. the City-Administered Plan. City employees must be a member of one of the plans except under the following circumstances. Employees may claim exemption from Health Service membership if:

1. He/she can demonstrate that he/she has adequate health insurance coverage from some other source.

2. His/her annual personal income from salary alone exceeds a specified level.

3. He/she has demonstrable adherence to a recognizable religious organization which depends upon prayer for healing in the practice of religion.

A summary of the available plans follows in Table 2.

Insurance Benefits

The various insurance benefits offered by the City of San Francisco for its employees are summarized in Table 3.

Pension Plans

The City of San Francisco has two separate pension plans. Police and fire fighters are covered by the Uniformed Employees Retirement System.

All other city employees are covered by the Employees' Retirement System These two plans are summarized in Table 4.

To assist in making comparisons (i.e., inter-city, and with private industry and unions), the principal features of the benefit plans are described in standard formats. The formats are almost identical to those used in the Bureau's Digest of Health and Insurance Plans, 1974 Edition, and the Digest of Selected Pension Plans, 1973 Edition. These digests summarize approximately 150 private industry and union plans that were selected because of their importance in terms of number of employees covered, or because they illustrate different approaches to benefit planning. Both digests can be ordered from the U.S. Department of Labor, Regional Admini-

stration and Management Office, 450 Golden Gate Avenue, Box 36017, San Francisco, California 94102. Subscription cost for the Digest of Health and Insurance Plans, 1974 Edition, is $14; and for the Digest of Selected Pension Plans, 1973 Edition, $9.25. These publications are presently being updated and new editions should be available soon.

SAN FRANCISCO MUNICIPAL GOVERNMENT EMPLOYEES HEALTH BENEFITS
WHITE-COLLAR, CRAFTS, FIREFIGHTERS, AND POLICE OFFICERS

BENEFITS	CITY ADMINISTERED	KAISER FOUNDATION	BLUE CROSS
Employee and dependents:			
Hospital:			
Daily benefit or service	$100 per day.	Semi-private room in Kaiser hospital.	Semi-private.
Duration	365 days.	365 days.	365 days.
Ancillary services	$2000. Balance to major medical.	100% while hospital room and board are provided.	All necessary services.
Emergency outpatient care	100% through major medical.	Within 30 miles of a Kaiser facility, care provided in full. If outside the area, up to $3000 plus 80% of charge up to $50,000.	100% through major medical.
Convalescent care in extended care facility	Not covered under basic plan. (Covered under major medical under age 65 with certain limitations.)	100 days free coverage at a skilled nursing facility. No coverage for custodial, convalescent, sanitarium or rest home care.	Pays in full up to 720 days for contracting facility, each day of care equivalent to 1/2 days of hospital benefits, after 5 days of hospital care.
Home health care	$15 to $25 per doctor's visit.	Service provided only at Kaiser facilities.	Usual, customary and reasonable charges paid in full.
Surgical and medical (excluding major medical):			
Income limits for service benefits	None.	None.	None.
Surgical allowance for-			
Most expensive operation in the schedule	CMA "Relative Value Studies", latest edition.	In or out of the hospital: provided at no charge--no limit.	Usual, customary and reasonable charges paid in full.
Appendectomy	" "	" "	" "
Tonsillectomy	" "	" "	" "
Medical-			
Benefits begin	On the day following the first pay period in which the employee becomes a member of the City and County Employee's Retirement System.	Same as for City.	Same as for City.
Allowance for and number of days or visits at:			
Home	$500. limit.	No limit.	Usual, customary and reasonable charges paid in full.
Office	$500. limit.	"	" "
Hospital	No limit.	"	" "
Consultation allowance	No charge.	No charge.	Under major medical
Maximum benefit	None.	None.	None.
Major medical:			
Deductible:	$75. each fiscal year.	None.	$50. each calendar year.
Benefit period	Fiscal year.	Calendar year.	Calendar year.
Coinsurance	Non-duplication.	No coverage.	No coverage.
Maximum benefit	$1,000,000	None.	$300,000
Reinstatement	None.	None.	None.
Other benefits			
Podiatrist	CMA "Relative Value Studies", latest edition.	Not covered.	Usual, customary and reasonable charges paid in full for surgery.

Table 2 continued

SAN FRANCISCO MUNICIPAL GOVERNMENT EMPLOYEES HEALTH BENEFITS
WHITE-COLLAR, CRAFTS, FIREFIGHTERS, AND POLICE OFFICERS

BENEFITS	CITY ADMINISTERED	KAISER FOUNDATION	BLUE CROSS
Other benefits (Continued)			
X-ray therapy	CMA "Relative Value Studies", latest edition.	In or out of the hospital: provided at no charge--no limit.	Usual customary and reasonable charges paid in full.
Outpatient diagnostic X-ray and laboratory	$150. outpatient allowance each fiscal year base plan (see Major medical).	Provided at no charge--no limit.	Pays up to $150. each accident; up to $150. each calendar year for illness.
Ambulance	$75. per trip to and from hospital.	Provided at no charge within service area if authorized.	Pays in full up to $100 for ambulance transportation, to and from the hospital, for each illness or accident, when hospital services are required. Plus, pays for emergency air ambulance transportation up to $100, when hospital services are required.
Eye refractions	Not covered.	Provided at no charge.	Not covered.
Routine physical examinations	Not covered.	Provided at no charge.	Not covered for routine examinations.
Drugs and medicines	In hospital drugs covered on base plan. Other prescription drugs covered under Major medical.	Inpatient: No charge. Outpatient: No charge for 100 day supply--each prescription or refill. INJECTIONS: No charge. IMMUNIZATIONS: No charge--covers all diseases for which an immunization capability existed on January 1, 1973.	In hospital paid in full. Out of the hospital paid under Major medical.
Physiotherapy	In hospital covered under base plan. Outpatient covered under Major medical.	Provided at no charge.	Pays in full in the hospital. Outpatient covered under Major medical.
Pre-existing conditions	Covered.	Covered.	Covered.
Contagious diseases	Covered.	Provided the same as any other condition.	Provided by all above benefits except pulmonary tuberculosis covered only by Major medical.
Psychiatric care	Covered under Major medical. $5,000 lifetime. Outpatient limited to $500. per year. $1,000 maximum per year both in-patient and out-patient.	Not covered.	Covered under Major medical. Pays 50% of actual charge up to a maximum payment of $15. for each outpatient visit. Maximum of 50 visits per calendar year, per member. No lifetime maximum.
Maternity benefits:			
Hospital	$500. after 10 months membership.	Full coverage. No waiting period.	$100 deductible after 10 months membership.
Surgical allowance for normal delivery	$400.	Full coverage.	$100 deductible.
Retiree and dependent:			
Under age 65	Same as for active employee.	Same as for active employee.	Same as for active employee.
Age 65 and over	Must sign up for medicare coverage.	Must sign up for medicare coverage.	Must sign up for medicare coverage.
Financing-employee or retiree contribution:	Biweekly / Monthly	Biweekly / Monthly	Biweekly / Monthly
Employee	$ .23 / $ .50	$ .60 / $ 1.31	$12.09 / $26.19
Employee & 1	13.70 / 29.69	12.61 / 27.33	28.61 / 61.99
Family	22.08 / 47.84	23.39 / 50.67	35.63 / 77.21
Eligibility-new employees become eligible for health benefits	Permanent employees of the City and County of San Francisco become members of the Health Service System on the day following the first pay period in which they become members of the City and County Employees' Retirement System	Same as for City.	Same as for City.

Table 3

SAN FRANCISCO MUNICIPAL GOVERNMENT EMPLOYEES INSURANCE AND RELATED BENEFITS

Employee groups covered	White-collar, Crafts, Firefighters and Police Officers	
Life insurance:		
Employee		
Amount	None.	
If permanent and total disability occurs	None.	
Retiree	None.	
Accidental death and dismemberment:		
Cases covered	None.	
Death or multidismemberment	None.	
Paid sick leave:		
When sick leave begins	Immediately (first day of illness)	
Amount and duration	Full pay - 13 days annually (accumulative up to 130 days maximum)	
Accident and sickness:		
Cases covered	None.	Employees are entitled to workmen's compensation benefits
Duration	None.	for injuries sustained on the job, and sick leave for non-job
When benefits begin	None.	related illness or injuries.
Amount	None.	
Long-term disability:		
Cases covered	None.	
Duration	None.	
When benefits begin	None.	See pension disability benefits.
Amount	None.	
Other insurance benefits:	None.	

Table 4

SAN FRANCISCO MUNICIPAL GOVERNMENT EMPLOYEES PENSION PLAN

Employee groups covered:	WHITE-COLLAR AND CRAFTS EMPLOYEES
PARTICIPATION REQUIREMENTS:	Permanent employment status.
NORMAL RETIREMENT:	
Minimum requirements	20 years service, age 50 or 10 years service, age 60.
Benefit formula (monthly)	2% of the highest average monthly compensation per year of credited service.
Minimum benefits	Same benefit formula as above.
Arithmetic summary of current benefit formula	2% of the highest average monthly compensation per year of credited service.
EARLY RETIREMENT:	
Minimum requirements	Age 50 with 20 years service.
Benefit formula	Sliding scale from 1% to 1.9% times number of years, times monthly salary.
NORMAL AND EARLY RETIREMENT:	
Benefit options	Three options available: 1. A small decrease in allowance with a reducing lump sum death benefit. 2. Upon death, full amount to designated beneficiary. 3. Upon death, 1/2 allowance for lifetime to designated beneficiary.
DISABILITY RETIREMENT:	
Minimum requirements	10 years service.
Benefit formula (monthly)	1.8% times years of credited service times average final compensation.
VESTING: 1/	
Type	Deferred full
Conditions	Vesting rights are guaranteed.
Requirements	Age: None. Service: 10 years, or $1,000 of accumulated contributions.
Benefit formula (monthly)	Same as regular retirement benefit.
COST-OF-LIVING INCREASES:	Not formalized.
MANDATORY RETIREMENT:	
Compulsory at age	65.
Automatic at age	65.
DEATH BENEFITS:	
Before retirement	1/2 of retirement allowance to survivor.
After retirement	Lump sum of $100 for each year of service up to a maximum of $1,000.
FINANCING:	
Employee contribution	Rates provide one-half of the members allowance assuming retirement at age 60. Normal contributions range from 6.27% to 11.18% of earned compensation.
Employer contribution	16.813% for miscellaneous.
Medium of funding	Trusteed, Self-administered.
Administration	Retirement System is a board of seven members.

1/ Vesting is a guarantee to employees of a right or equity in a pension plan based on all or part of the employer's contributions made in their behalf should their employment be terminated before becoming eligible for retirement benefits.

Table 4 cont.

SAN FRANCISCO MUNICIPAL GOVERNMENT EMPLOYEES PENSION PLAN

Employee groups covered:	FIREFIGHTERS AND POLICE OFFICERS
PARTICIPATION REQUIREMENTS:	Permanent employment status.
NORMAL RETIREMENT:	
Minimum requirements	25 years service, age 50
Benefit formula (monthly)	55% of final compensation increased by a percentage of the final compensation obtained by multiplying additional years of service and fractions thereof by 4%.
Minimum benefit	55% of final compensation.
Arithmetic summary of current benefit formula	55% of final compensation increased by a percentage of the final compensation obtained by multiplying additional years of service and fractions thereof by 4%.
EARLY RETIREMENT:	
Minimum requirements	Age 50 with 25 years service.
Benefit formula	55% of final compensation increased by a percentage of the final compensation obtained by multiplying additional years of service and fractions thereof by 4%.
NORMAL AND EARLY RETIREMENT:	
Benefit options	Same as White-collar and crafts employees.
DISABILITY RETIREMENT:	
Minimum requirements	10 years.
Benefit formula (monthly)	1.5% times years of credited service times final compensation.
VESTING: 1/	
Type	Same as White-collar and crafts employees.
Conditions	" "
Requirements	" "
Benefit formula (monthly)	Same as regular retirement benefit.
COST-OF-LIVING INCREASES:	Not formalized.
MANDATORY RETIREMENT:	
Compulsory at age	65.
Automatic at age	65.
DEATH BENEFITS:	
Before retirement	Death is in line of duty - full service retirement allowance. Death is not in line of duty - 75% service retirement allowance.
After retirement	Same as White-collar and crafts employees.
FINANCING:	
Employee contribution	Rates provide 1/3 of the member's allowance at date of qualification for service retirement. Actual rate is based on age at entry but is never more than 7.00% of monthly compensation.
Employer contribution	30.478% - Firefighters, 33.188% - Police Officers.
Medium of funding	Trusteed, Self-administered.
Administration	Retirement System is a board of seven members.

1/ Vesting is a guarantee to employees of a right or equity in a pension plan based on all or part of the employer's contributions made in their behalf should their employment be terminated before becoming eligible for retirement benefits.

APPENDIX - A

GENERAL EMPLOYEES SALARY SCHEDULE
(Biweekly Rates)

SCHEDULE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
16.0	222	232	242	253	264
16.1	223	233	243	254	265
16.2	224	234	244	255	266
16.3	225	235	246	257	268
16.4	226	236	247	258	269
16.5	227	237	248	259	270
16.6	228	238	249	260	271
16.7	229	239	250	261	273
16.8	230	240	251	262	274
16.9	231	241	252	263	276
17.0	232	242	253	264	277
17.1	233	243	254	265	278
17.2	234	244	255	266	279
17.3	235	246	257	268	281
17.4	236	247	258	269	282
17.5	237	248	259	270	283
17.6	238	249	260	271	284
17.7	239	250	261	273	285
17.8	240	251	262	274	287
17.9	241	252	263	276	288
18.0	242	253	264	277	289
18.1	243	254	265	278	290
18.2	244	255	266	279	291
18.3	246	257	268	281	293
18.4	247	258	269	282	294
18.5	248	259	270	283	295
18.6	249	260	271	284	296
18.7	250	261	273	285	298
18.8	251	262	274	287	299
18.9	252	263	276	288	301
19.0	253	264	277	289	302
19.1	254	265	278	290	303
19.2	255	266	279	291	305
19.3	257	268	281	293	306
19.4	258	269	282	294	308
19.5	259	270	283	295	309
19.6	260	271	284	296	310
19.7	261	273	285	298	312
19.8	262	274	287	299	313
19.9	263	276	288	301	315
20.0	264	277	289	302	316
20.1	265	278	290	303	317

APPENDIX - A (continued)

SCHEDULE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
20.2	266	279	291	305	319
20.3	268	281	293	306	320
20.4	269	282	294	308	322
20.5	270	283	295	309	323
20.6	271	284	296	310	325
20.7	273	285	298	312	326
20.8	274	287	299	313	328
20.9	276	288	301	315	329
21.0	277	289	302	316	331
21.1	278	290	303	317	332
21.2	279	291	305	319	334
21.3	281	293	306	320	335
21.4	282	294	308	322	337
21.5	283	295	309	323	339
21.6	284	295	310	325	340
21.7	285	298	312	326	341
21.8	287	299	313	328	343
21.9	288	301	315	329	344
22.0	289	302	316	331	346
22.1	290	303	317	332	348
22.2	291	305	319	334	349
22.3	293	306	320	335	351
22.4	294	308	322	337	352
22.5	295	309	323	338	354
22.6	296	310	325	340	356
22.7	298	312	326	341	357
22.8	299	313	328	343	359
22.9	301	315	329	344	360
23.0	302	316	331	346	362
23.1	303	317	332	348	364
23.2	305	319	334	349	365
23.3	306	320	335	351	367
23.4	308	322	337	352	368
23.5	309	323	338	354	370
23.6	310	325	340	356	372
23.7	312	326	341	357	374
23.8	313	328	343	359	375
23.9	315	329	344	360	377
24.0	316	331	346	362	379
24.1	317	332	348	364	381
24.2	319	334	349	365	383
24.3	320	335	351	367	384
24.4	322	337	352	368	386
24.5	323	338	354	370	388
24.6	325	340	356	372	390
24.7	326	341	357	374	391

APPENDIX - A (continued)

SCHEDULE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
24.8	328	343	359	375	393
24.9	329	344	360	377	394
25.0	331	346	362	379	396
25.1	332	348	364	381	398
25.2	334	349	365	383	400
25.3	335	351	367	384	402
25.4	337	352	368	386	404
25.5	338	354	370	388	406
25.6	340	356	372	390	408
25.7	341	357	374	391	409
25.8	343	359	375	393	411
25.9	344	360	377	394	412
26.0	346	362	379	396	414
26.1	348	364	381	398	416
26.2	349	365	383	400	418
26.3	351	367	384	402	420
26.4	352	368	386	404	422
26.5	354	370	388	406	424
26.6	356	372	390	408	426
26.7	357	374	391	409	428
26.8	359	375	393	411	430
26.9	360	377	394	412	432
27.0	362	379	396	414	434
27.1	364	381	398	416	436
27.2	365	383	400	418	438
27.3	367	384	402	420	440
27.4	368	386	404	422	442
27.5	370	388	406	424	444
27.6	372	390	408	426	446
27.7	374	391	409	428	448
27.8	375	393	411	430	449
27.9	377	394	412	432	451
28.0	379	396	414	434	453
28.1	381	398	416	436	455
28.2	383	400	418	438	458
28.3	384	402	420	440	460
28.4	386	404	422	442	463
28.5	388	406	424	444	465
28.6	390	408	426	446	467
28.7	391	409	428	448	469
28.8	393	411	430	449	471
28.9	394	412	432	451	473
29.0	396	414	434	453	475
29.1	398	416	435	455	477
29.2	400	418	438	458	480
29.3	402	420	440	460	482

APPENDIX - A (continued)

SCHEDULE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
29.4	404	422	442	463	485
29.5	406	424	444	465	487
29.6	408	426	446	467	489
29.7	409	428	448	469	491
29.8	411	430	449	471	494
29.9	412	432	451	473	496
30.0	414	434	453	475	498
30.1	416	436	455	477	500
30.2	418	438	458	480	503
30.3	420	440	460	482	505
30.4	422	442	463	485	508
30.5	424	444	465	487	510
30.6	426	446	467	489	512
30.7	428	448	469	491	514
30.8	430	449	471	494	517
30.9	432	451	473	496	519
31.0	434	453	475	498	521
31.1	436	455	477	500	524
31.2	438	458	480	503	526
31.3	440	460	482	505	529
31.4	442	463	485	508	531
31.5	444	465	487	510	534
31.6	446	467	489	512	536
31.7	448	469	491	514	539
31.8	449	471	494	517	541
31.9	451	473	496	519	544
32.0	453	475	498	521	546
32.1	455	477	500	524	549
32.2	458	480	503	526	552
32.3	460	482	505	529	554
32.4	463	485	508	531	557
32.5	465	487	510	534	560
32.6	467	489	512	536	562
32.7	469	491	514	539	565
32.8	471	494	517	541	567
32.9	473	496	519	544	570
33.0	475	498	521	546	572
33.1	477	500	524	549	575
33.2	480	503	526	552	578
33.3	482	505	529	554	580
33.4	485	508	531	557	583
33.5	487	510	534	560	586
33.6	489	512	536	562	589
33.7	491	514	539	565	591
33.8	494	517	541	567	594
33.9	496	519	544	570	596

APPENDIX - A (continued)

SCHEDULE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
34.0	498	521	546	572	599
34.1	500	524	549	575	602
34.2	503	526	552	578	605
34.3	505	529	554	580	608
34.4	508	531	557	583	611
34.5	510	534	560	586	614
34.6	512	536	562	589	617
34.7	514	539	565	591	620
34.8	517	541	567	594	622
34.9	519	544	570	596	625
35.0	521	546	572	599	628
35.1	524	549	575	602	631
35.2	526	552	578	605	634
35.3	529	554	580	608	638
35.4	531	557	583	611	641
35.5	534	560	586	614	644
35.6	536	562	589	617	647
35.7	539	565	591	620	650
35.8	541	567	594	622	652
35.9	544	570	596	625	655
36.0	546	572	599	628	658
36.1	549	575	602	631	661
36.2	552	578	605	634	664
36.3	554	580	608	638	668
36.4	557	583	611	641	671
36.5	560	586	614	644	674
36.6	562	589	617	647	677
36.7	565	591	620	650	681
36.8	567	594	622	652	684
36.9	570	596	625	655	688
37.0	572	599	628	658	691
37.1	575	602	631	661	694
37.2	578	605	634	664	697
37.3	580	608	638	668	701
37.4	583	611	641	671	704
37.5	586	614	644	674	707
37.6	589	617	647	677	710
37.7	591	620	650	681	714
37.8	594	622	652	684	717
37.9	596	625	655	688	721
38.0	599	628	658	691	724
38.1	602	631	661	694	728
38.2	605	634	664	697	731
38.3	608	638	668	701	735
38.4	611	641	671	704	738
38.5	614	644	674	707	742

APPENDIX - A (continued)

SCHEDULE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
38.6	617	647	677	710	745
38.7	620	650	681	714	748
38.8	622	652	684	717	752
38.9	625	655	688	721	755
39.0	628	658	691	724	758
39.1	631	661	694	728	762
39.2	634	664	697	731	766
39.3	638	668	701	735	769
39.4	641	671	704	738	773
39.5	644	674	707	742	777
39.6	647	677	710	745	781
39.7	650	681	714	748	785
39.8	652	684	717	752	788
39.9	655	688	721	755	792
40.0	658	691	724	758	796
40.1	661	694	728	762	800
40.2	664	697	731	766	803
40.3	668	701	735	769	807
40.4	671	704	738	773	810
40.5	674	707	742	777	814
40.6	677	710	745	781	818
40.7	681	714	748	785	822
40.8	684	717	752	788	826
40.9	688	721	755	792	830
41.0	691	724	758	796	834
41.1	694	728	762	800	838
41.2	697	731	766	803	842
41.3	701	735	769	807	846
41.4	704	738	773	810	850
41.5	707	742	777	814	854
41.6	710	745	781	818	858
41.7	714	748	785	822	862
41.8	717	752	788	826	866
41.9	721	755	792	830	870
42.0	724	758	796	834	874
42.1	728	762	800	838	878
42.2	731	766	803	842	882
42.3	735	769	807	846	887
42.4	738	773	810	850	891
42.5	742	777	814	854	895
42.6	745	781	818	858	899
42.7	748	785	822	862	903
42.8	752	788	826	866	908
42.9	755	792	830	870	912
43.0	758	796	834	874	916
43.1	762	800	838	878	920

SCHEDULE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
43.2	766	803	842	882	925
43.3	769	807	846	887	929
43.4	773	810	850	891	934
43.5	777	814	854	895	938
43.6	781	818	858	899	943
43.7	785	822	862	903	947
43.8	788	826	866	908	952
43.9	792	830	870	912	956
44.0	796	834	874	916	961
44.1	800	838	878	920	966
44.2	803	842	882	925	970
44.3	807	846	887	929	975
44.4	810	850	891	934	979
44.5	814	854	895	938	984
44.6	818	858	899	943	989
44.7	822	862	903	947	994
44.8	826	866	908	952	998
44.9	830	870	912	956	1003
45.0	834	874	916	961	1008
45.1	838	878	920	966	1013
45.2	842	882	925	970	1018
45.3	846	887	929	975	1022
45.4	850	891	934	979	1027
45.5	854	895	938	984	1032
45.6	858	899	943	989	1037
45.7	862	903	947	994	1042
45.8	866	908	952	998	1047
45.9	870	912	956	1003	1052
46.0	874	916	961	1008	1057
46.1	878	920	966	1013	1062
46.2	882	925	970	1018	1067
46.3	887	929	975	1022	1073
46.4	891	934	979	1027	1078
46.5	895	938	984	1032	1083
46.6	899	943	989	1037	1088
46.7	903	947	994	1042	1093
46.8	908	952	998	1047	1099
46.9	912	956	1003	1052	1104
47.0	916	961	1008	1057	1109
47.1	920	966	1013	1062	1114
47.2	925	970	1018	1067	1120
47.3	929	975	1022	1073	1125
47.4	934	979	1027	1078	1131
47.5	938	984	1032	1083	1136
47.6	943	989	1037	1088	1141
47.7	947	994	1042	1093	1147

APPENDIX - A (continued)

SCHEDULE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
47.8	952	998	1047	1099	1152
47.9	956	1003	1052	1104	1158
48.0	961	1008	1057	1109	1163
48.1	966	1013	1062	1114	1169
48.2	970	1018	1067	1120	1174
48.3	975	1022	1073	1125	1180
48.4	979	1027	1078	1131	1185
48.5	984	1032	1083	1136	1191
48.6	989	1037	1088	1141	1197
48.7	994	1042	1093	1147	1203
48.8	998	1047	1099	1152	1208
48.9	1003	1052	1104	1158	1214
49.0	1008	1057	1109	1163	1220
49.1	1013	1062	1114	1169	1226
49.2	1018	1067	1120	1174	1232
49.3	1022	1073	1125	1180	1237
49.4	1027	1078	1131	1185	1243
49.5	1032	1083	1136	1191	1249
49.6	1037	1088	1141	1197	1255
49.7	1042	1093	1147	1203	1261
49.8	1047	1099	1152	1208	1267
49.9	1052	1104	1158	1214	1273
50.0	1057	1109	1163	1220	1279
50.1	1062	1114	1169	1226	1285
50.2	1067	1120	1174	1232	1291
50.3	1073	1125	1180	1237	1298
50.4	1078	1131	1185	1243	1304
50.5	1083	1136	1191	1249	1310
50.6	1088	1141	1197	1255	1316
50.7	1093	1147	1203	1261	1323
50.8	1099	1152	1208	1267	1329
50.9	1104	1158	1214	1273	1338
51.0	1109	1163	1220	1279	1342
51.1	1114	1169	1226	1285	1349
51.2	1120	1174	1232	1291	1355
51.3	1125	1180	1237	1298	1362
51.4	1131	1185	1243	1304	1368
51.5	1136	1191	1249	1310	1375
51.6	1141	1197	1255	1316	1381
51.7	1147	1203	1261	1323	1388
51.8	1152	1208	1267	1329	1394
51.9	1158	1214	1273	1336	1401
52.0	1163	1220	1279	1342	1407
52.1	1169	1226	1285	1349	1414
52.2	1174	1232	1291	1355	1421
52.3	1180	1237	1298	1362	1429

APPENDIX - A (continued)

SCHEDULE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
52.4	1185	1243	1304	1368	1436
52.5	1191	1249	1310	1375	1443
52.6	1197	1255	1316	1381	1450
52.7	1203	1261	1323	1388	1457
52.8	1208	1267	1329	1394	1463
52.9	1214	1273	1336	1401	1470
53.0	1220	1279	1342	1407	1477
53.1	1226	1285	1349	1414	1484
53.2	1232	1291	1355	1421	1491
53.3	1237	1298	1362	1429	1499
53.4	1243	1304	1368	1436	1506
53.5	1249	1310	1375	1443	1513
53.6	1255	1316	1381	1450	1520
53.7	1261	1323	1388	1457	1528
53.8	1267	1329	1394	1463	1535
53.9	1273	1336	1401	1470	1543
54.0	1279	1342	1407	1477	1550
54.1	1285	1349	1414	1484	1558
54.2	1291	1355	1421	1491	1565
54.3	1298	1362	1429	1499	1573
54.4	1304	1368	1436	1506	1580
54.5	1310	1375	1443	1513	1588
54.6	1316	1381	1450	1520	1596
54.7	1323	1388	1457	1528	1603
54.8	1329	1394	1463	1535	1611
54.9	1336	1401	1470	1543	1618
55.0	1342	1407	1477	1550	1626
55.1	1349	1414	1484	1558	1634
55.2	1355	1421	1491	1565	1642
55.3	1362	1429	1499	1573	1650
55.4	1368	1436	1506	1580	1658
55.5	1375	1443	1513	1588	1666
55.6	1381	1450	1520	1596	1674
55.7	1388	1457	1528	1603	1682
55.8	1394	1463	1535	1611	1690
55.9	1401	1470	1543	1618	1698
56.0	1407	1477	1550	1626	1706
56.1	1414	1484	1558	1634	1714
56.2	1421	1491	1565	1642	1723
56.3	1429	1499	1573	1650	1731
56.4	1436	1506	1580	1658	1740
56.5	1443	1513	1588	1666	1748
56.6	1450	1520	1596	1674	1756
56.7	1457	1528	1603	1682	1765
56.8	1463	1535	1611	1690	1773
56.9	1470	1543	1618	1698	1782

APPENDIX - B

POLICE SERVICE

			Annual Compensation at Rate per Month
	Chief of Police		$3736
	Deputy Chief of Police		3144
	Director of Traffic		3144
	Chief of Inspectors		3144
	Supervising Captain of Districts		2552
	Department Secretary		2552
	Captain of Inspectors		2324
	Captain of Traffic		2324
	Director of Bureau of Personnel		2209
	Director of Bureau of Criminal Information		2209
Q 80	Captain		2162
Q 63	Criminologist		2162
Q 60	Lieutenant		1842
	Director of Bureau of Special Services		1842
	Inspector		1612
	Inspector of Junior Traffic		1612
Q 50	Sergeant		1612
Q 35	Assistant Inspector		1488
	Police Surgeon		1387
Q 24	Policewoman	1st year	1337
		2nd year	1352
		3rd year	1372
		4th year	1387
Q 2	Police Officer	1st year	1337
		2nd year	1352
		3rd year	1372
		4th year	1387

Members Assigned to Two Wheel Motorcycle Traffic Duty--

Q 60	Lieutenant		1842 *
Q 50	Sergeant		1612 *
Q 2	Police Officer	1st year	1337 *
		2nd year	1352 *
		3rd year	1372 *
		4th year	1387 *

* $145.00 per month in addition to regular salary.

APPENDIX - C

FIRE SERVICE

		Annual Compensation at Rate per Month
	Chief of Department	$3736
	Deputy Chief of Department	3144
	Secretary to Chief of Department	2474
H 50	Assistant Chief of Department	2552
H 40	Battalion Chief	2209
H 30	Captain	1842
H 20	Lieutenant	1612
H 10	Chief's Operator	1512
H 32	Captains, Bureau of Fire Prevention and Public Safety	2081
H 22	Lieutenant, Bureau of Fire Prevention and Public Safety	1822
H 24	Lieutenant, Bureau of Fire Investigation	1822
H 6	Investigator, Bureau of Fire Investigation	1663
H 4	Inspector, Bureau of Fire Prevention and Public Safety	1663
H 2	Fireman ... 1st year	1337
	2nd year	1352
	3rd year	1372
	4th year	1387
H120	Pilot of Fireboats	1842
H110	Marine Engineer of Fireboats	1842

APPENDIX - D

MUNICIPAL RAILWAY

		Annual Compensation at Rate per Hour
*S102	Conductor	$6.4125
**	Trainee rate	4.01
*S104	Motorman	6.4125
**	Trainee rate	4.01
*S106	Bus Operator	6.4125
**	Trainee rate	4.01

* 20¢ per hour extra while instructing new employees or while acting as motorman on supply car, or as crane or derrick operator as assigned by superintendent.

** Trainee rate applies on original employment date and for a period not to exceed 25 working days.

APPENDIX E

Occupational Definitions

The primary purpose of preparing job definitions for the Bureau's wage surveys is to assist its field staff in classifying workers who are employed under a variety of payroll titles and different work arrangements into appropriate occupations, or levels within occupations. This permits the grouping of occupational wage rates representing comparable job content. To secure comparability of job content, some occupations and work levels are defined to include only those workers meeting specific criteria as to training, job functions, and responsibilities. The Bureau's occupational definitions may differ significantly from those in individual cities.

OFFICE CLERICAL

Bookkeeping-Machine Operator

Operates a bookkeeping machine (Remington Rand, Elliott Fisher, Sundstrand, Burroughs, National Cash Register, with or without a typewriter keyboard) to keep a record of transactions.

Class A

Keeps a set of records requiring a knowledge of and experience in basic bookkeeping principles and familiarity with the structure of the particular accounting system used. Determines proper records and distribution of debit and credit items to be used in each phase of the work. May prepare consolidated reports, balance sheets, and other records by hand.

Class B

Keeps a record of one or more phases or sections of a set of records usually requiring little knowledge of basic bookkeeping. Phases or sections include accounts payable, payroll, cost distribution, expense distribution, inventory control, etc. May check or assist in preparation of trial balances and prepare control sheets for the accounting department.

Clerk, Accounting

Performs one or more accounting clerical tasks such as posting to registers and ledgers; reconciling bank accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting distribution codes; examining and verifying for clerical accuracy various types of reports, lists, calculations, postings, etc.; or preparing simple, or assisting in preparing more complicated journal vouchers. May work in either a manual or automated accounting system.

The work requires a knowledge of clerical methods and office practices and procedures which relates to the clerical processing and recording of transactions and accounting information. With experience, the worker typically becomes familiar with the bookkeeping and accounting terms and procedures used in the assigned work, but is not required to have a knowledge of the formal principles of bookkeeping and accounting.

Positions are classified into levels on the basis of the following definitions.

Class A

Under general supervision, performs accounting clerical operations which require the application of experience and judgment, for example, clerically processing complicated or nonrepetitive accounting transactions, selecting among a substantial variety of prescribed accounting codes and classifications, or tracing transactions through previous accounting actions to determine source of discrepancies. May be assisted by one or more class B accounting clerks.

Class B

Under close supervision, following detailed instructions and standardized procedures, performs one or more routine accounting clerical operations, such as posting to ledgers, cards, or work sheets where identification of items and locations of postings are clearly indicated; checking accuracy and completeness of standardized and repetitive records or accounting documents; coding documents using a few prescribed accounting codes.

Clerk, File

Class A

In an established filing system containing a number of varied subject matter files, classifies and indexes file material such as correspondence, reports, technical documents, etc. May also file this material. May keep records of various types in conjunction with the files. May lead a small group of lower level file clerks.

Class B

Sorts, codes, and files unclassified material by simple (subject matter) headings or partly classified material by finer subheadings. Prepares simple related index and cross-reference aids. As requested, locates clearly identified material in files and forwards material. May perform related clerical tasks required to maintain and service files.

Class C

Performs routine filing of material that has already been classified or which is easily classified in a simple serial classification system (e.g., alphabetical, chronological, or numerical). As requested, locates readily available material in files and forwards material; may fill out withdrawal charge. Performs simple clerical and manual tasks required to maintain and service files.

Clerk, Payroll

Computes wages of employees and enters the necessary data on the payroll sheets. Duties involve: Calculating workers' earnings; posting calculated data on payroll sheet, showing information such as worker's name, working days, time, rate, deductions for insurance, and total wages due. May make out paychecks and assist paymaster in making up and distributing pay envelopes. May use a calculating machine.

Messenger[1]

Performs various routine duties such as running errands, operating minor office machines such as sealers or mailers, opening and distributing mail, and other minor clerical work. Excludes positions that require operation of a motor vehicle as a significant duty.

Stenographer, General

Primary duty is to take dictation involving a normal routine vocabulary from one or more persons, either in shorthand or by Stenotype or similar machine; and transcribe dictation. May also type from written copy. May maintain files, keep simple records, or perform other relatively routine clerical tasks. May operate from a stenographic pool. Does not include transcribing-machine work. (See transcribing-machine operator.)

Stenographer, Senior

Primary duty is to take dictation involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research from one or more persons either in shorthand or by Stenotype or similar machine; and transcribe dictation. May also type from written copy. May also set up and maintain files, keep records, etc.

OR

Performs stenographic duties requiring significantly greater independence and responsibility than stenographer, general, as evidenced by the following: Work requires high degree of stenographic speed and accuracy and a thorough working knowledge of general business and office procedures and of the specific business operations, organization, policies, procedures, files, workflow, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as maintaining followup files; assembling material for reports, memorandums, letters, etc.; composing simple letters from general instructions; reading and routing incoming mail; and answering routine questions, etc. Does not include transcribing-machine work.

Switchboard Operator

Class A

Operates a single- or multiple-position telephone switchboard handling incoming, outgoing, intraplant or office calls. Performs full telephone information service or handles complex calls, such as conference, collect, overseas, or similar calls, either in addition to doing routine work as described for switchboard operator, class B, or as a full-time assignment. ("Full" telephone information service occurs when the establishment has varied functions that are not readily understandable for telephone information purposes, e.g., because of overlapping or interrelated functions, and consequently present frequent problems as to which extensions are appropriate for calls.)

Class B

Operates a single- or multiple-position telephone switchboard handling incoming, outgoing, intraplant or office calls. May handle routine long distance calls and record tolls. May perform limited telephone information service. ("Limited" telephone information service occurs if the functions of the establishment serviced are readily understandable for telephone information purposes, or if the requests are routine, e.g., giving extension numbers when specific names are furnished, or if complex calls are referred to another operator.)

Transcribing-Machine Operator, General

Primary duty is to transcribe dictation involving a normal routine vocabulary from transcribing-machine records. May also type from written copy and do simple clerical work. Workers transcribing dictation involving a varied technical or specialized vocabulary such as legal briefs or reports on scientific research are not included. A worker who takes dictation in shorthand or by Stenotype or similar machine is classified as a stenographer, general.

Typist

Uses a typewriter to make copies of various material or to make out bills after calculations have been made by another person. May include typing of stencils, mats, or similar materials for use in duplicating processes. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

Class A

Performs one or more of the following: Typing material in final form when it involves combining material from several sources or responsibility for correct spelling, syllabication, punctuation, etc., of technical or unusual words or foreign language material; and planning layout and typing of complicated statistical tables to maintain uniformity and balance in spacing. May type routine form letters varying details to suit circumstances.

Class B

Performs one or more of the following: Copy typing from rough or clear drafts; routine typing of forms, insurance policies, etc.; and setting up simple standard tabulations, or copying more complex tables already set up and spaced properly.

DATA PROCESSING

Keypunch Operator

Operates a keypunch machine to record or verify alphabetic and/or numeric data on tabulating cards or on tape.

Positions are classified into levels on the basis of the following definitions.

Class A

Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be keypunched from a variety of source documents. On occasion, also may perform some routine keypunch work. May train inexperienced keypunch operators.

Class B

Work is routine and repetitive. Under close supervision or following specific procedures or instructions, works from various standardized source documents which have been coded, follows specified procedures which have been prescribed in detail and require little or no selecting, coding, or interpreting of data to be recorded. Refers to supervisor problems arising from erroneous items or codes or missing information.

Tabulating-Machine Operator (Electric Accounting Machine Operator)

Operates one or a variety of machines such as the tabulator, calculator, collator, interpreter, sorter, reproducing punch, etc. Excluded from this definition are working supervisors. Also excluded are operators of electronic digital computers, even though they also may operate EAM equipment.

Positions are classified into levels on the basis of the following definitions.

Class A

Performs complete reporting and tabulating assignments including devising difficult control panel wiring under general supervision. Assignments typically involve a variety of long and complex reports which often are irregular or nonrecurring, requiring some planning of the nature and sequencing of operations, and the use of a variety of machines. Is typically involved in training new operators in machine operations or training lower level operators in wiring from diagrams and in the operating sequences of long and complex reports. Does not include positions in which wiring responsibility is limited to selection and insertion of pre-wired boards.

Class B

Performs work according to established procedures and under specific instructions. Assignments typically involve complete but routine and recurring reports or parts of larger and more complex reports. Operates more difficult tabulating or electrical accounting machines such as the tabulator and calculator, in addition to the simpler machines used by class C operators. May be required to do some wiring from diagrams. May train new employees in basic machine operations.

Tabulating-Machine Operator (Electric Accounting Machine Operator)--Continued

Class C

Under specific instructions, operates simple tabulating or electrical accounting machines such as the sorter, interpreter, reproducing punch, collator, etc. Assignments typically involve portions of a work unit, for example, individual sorting or collating runs, or repetitive operations. May perform simple wiring from diagrams and some filing work.

Computer Operator

Monitors and operates the control console of a digital computer to process data according to operating instructions, usually prepared by a programer. Work includes most of the following: Studies instructions to determine equipment setup and operations; loads equipment with required items (tape reels, cards, etc.); switches necessary auxiliary equipment into circuit; and starts and operates computer; makes adjustments to computer to correct operating problems and meet special conditions; reviews errors made during operations and determines cause or refers problem to supervisor or programer; maintains operating records. May test and assist in correcting program.

For wage study purposes, computer operators are classified as follows:

Class A

Operates independently, or under only general direction, a computer running programs with most of the following characteristics: New programs are frequently tested and introduced; scheduling requirements are of critical importance to minimize downtime; the programs are of complex design so that identification of error source often requires a working knowledge of the total program, and alternate programs may not be available. May give direction and guidance to lower level operators.

Class B

Operates independently, or under only general direction, a computer running programs with most of the following characteristics: Most of the programs are established production runs, typically run on a regularly recurring basis; there is little or no testing of new programs required; alternate programs are provided in case original program needs major change or cannot be corrected within a reasonable time. In common error situations, diagnoses cause and takes corrective action. This usually involves applying previously programed corrective steps, or using standard correction techniques.

OR

Operates under direct supervision a computer running programs or segments of programs with the characteristics described for class A. May assist a higher level operator by independently performing less difficult tasks assigned, and performing difficult tasks following detailed instructions and with frequent review of operations performed.

Class C

Works on routine programs under close supervision. Is expected to develop working knowledge of the computer equipment used and ability to detect problems involved in running routine programs. Usually has received some formal training in computer operation. May assist higher level operator on complex programs.

Computer Programer

Converts statements of problems, typically prepared by a systems analyst, into a sequence of detailed instructions which are required to solve the problems by automatic data processing equipment. Working from charts or diagrams, the programer develops the precise instructions which, when entered into the computer system in coded language, cause the manipulation of data to achieve desired results. Work involves most of the following: Applies knowledge of computer capabilities, mathematics, logic employed by computers, and particular subject matter involved to analyze charts and diagrams of the problem to be programed; develops sequence of program steps, writes detailed flow charts to show order in which data will be processed; converts these charts to coded instructions for machine to follow; tests and corrects programs; prepares instructions for operating personnel during production run; analyzes, reviews, and alters programs to increase operating efficiency or adapt to new requirements; maintains record of program development and revisions. (NOTE: Workers performing both systems analysis and programing should be classified as systems analysts if this is the skill used to determine their pay.)

Does not include employees primarily responsible for the management or supervision of other electronic data processing (EDP) employees, or programers primarily concerned with scientific or engineering problems.

For wage study purposes, programers are classified as follows:

Class A

Works independently, or under only general direction, on complex problems which require competence in all phases of programing concepts and practices. Working from diagrams and charts which identify the nature of desired results, major processing steps to be accomplished, and the relationships between various steps of the problem solving routine, plans the full range of programing actions needed to efficiently utilize the computer system in achieving desired end products.

Computer Programer, Class A--Continued

At this level, programing is difficult because computer equipment must be organized to produce several interrelated but diverse products from numerous and diverse data elements. A wide variety and extensive number of internal processing actions must occur. This requires such actions as development of common operations which can be reused, establishment of linkage points between operations, adjustments to data when program requirements exceed computer storage capacity, and substantial manipulation and resequencing of data elements to form a highly integrated program.

May provide functional direction to lower level programers who are assigned to assist him, as needed.

Class B

Works independently, or under only general direction, on relatively simple programs, or on simple segments of complex programs. Programs (or segments) usually process information to produce data in two or three varied sequences or formats. Reports and listings are produced by refining, adapting, arraying, or making minor additions to or deletions from input data which are readily available. While numerous records may be processed, the data have been refined in prior actions so that the accuracy and sequencing of data can be tested by using a few routine checks. Typically, the program deals with routine recordkeeping type operations.

OR

Works on complex programs (as described for class A) under close direction of a higher level programer or supervisor. May assist higher level programer by independently performing less difficult tasks assigned, and performing more difficult tasks under fairly close direction.

May guide or instruct lower level programers.

Class C

Makes practical applications of programing practices and concepts usually learned in formal training courses. Assignments are designed to develop competence in the application of standard procedures to routine problems. Receives close supervision on new aspects of assignments, and work is reviewed to verify its accuracy and conformance with required procedures.

Computer Systems Analyst

Analyzes problems to formulate procedures for solving them by use of electronic data processing equipment. Develops a complete description of all specifications needed to enable programers to prepare required digital computer programs. Work involves most of the following: Analyzes subject-matter operations to be automated and identifies conditions and criteria required to achieve satisfactory results; specifies number and types of records, files, and documents to be used; outlines actions to be performed by personnel and computers in sufficient detail for presentation to management and for programing (typically this involves preparation of work and data flow charts); coordinates the development of test problems and participates in trial runs of new and revised systems; recommends equipment changes to obtain more effective overall operations. (NOTE: Workers performing both systems analysis and programing should be classified as systems analysts if this is the skill used to determine their pay.).

Does not include employees primarily responsible for the management or supervision of other electronic data processing (EDP) employees, or systems analysts primarily concerned with scientific or engineering problems.

For wage study purposes, systems analysts are classified as follows:

Class A

Works independently, or under only general direction, on complex problems involving all phases of systems analysis. Problems are complex because of diverse sources of input data and multiple-use requirements of output data. (For example, develops an integrated system to record usage and to forecast reorder requirements for fast turnover items of supply throughout an extensive network of stations and installations where records of every item of each type are automatically processed through the full system and appropriate followup actions are initiated by the computer.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of new or revised systems of data processing operations. Makes recommendations, if needed, for approval of major systems installations or changes and for obtaining equipment.

May provide functional direction to lower level systems analysts who are assigned to assist him, as needed.

Class B

Works independently, or under only general direction, on problems that are relatively uncomplicated to analyze, plan, program, and operate. Problems are of limited complexity because sources of input data are homogeneous and the output data are closely related. (For example, develops a system to automate payroll transactions where several pay plans are in effect, maintains accounts receivable or inventory accounts in an installation or activity location.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of the data processing systems to be applied.

OR

Computer Systems Analyst, Class B--Continued

Works on a segment of a complex data processing scheme or system, as described for class A. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alinement with the overall system.

Class C

Works under immediate supervision, carrying out analysis as assigned, usually of a single activity. Assignments are designed to develop and expand practical experience in the application of procedures and skills required for systems analysis work. For example, may assist a higher level systems analyst by preparing the detailed specifications required by programers from information developed by the higher level analyst.

MAINTENANCE, CUSTODIAL, TRADES AND LABOR

Carpenter, Maintenance

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions; using a variety of carpenter's handtools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Electrician, Maintenance

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layout, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; using a variety of electrician's handtools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Guard

Stands guard or walks about premises to prevent theft, violence, or infraction of rules. May provide direction or assistance to visitors. Includes gatemen who are stationed at gate and check on identity of employees and other persons entering. Excluded are guards in penal institutions, who are classified separately under the title "Correction Officer."

Heavy Equipment Operator

Operates one or more types of heavy power equipment used to excavate, load, or move dirt, gravel, or other materials in the maintenance or construction of parks, streets, highways, and other public properties. Includes operators of equipment such as cranes, clamshells, power shovels, motor graders, loaders, carryalls, bulldozers, rollers, scrapers, and heavy tractors. May read and interpret simple construction plans, grease, adjust, and make simple emergency repairs to equipment. Does not include operators of trucks.

Helper, Maintenance Trades

Assists one or more workers in the skilled maintenance trades, by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting worker by holding materials or tools; performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

Janitor, Porter, or Cleaner[1]

Cleans and keeps in an orderly condition working areas, washrooms, and premises of an office or building. Duties involve a combination of the following: Sweeping, mopping, or scrubbing, and polishing floors; removing trash and refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

Laborer

Performs routine labor tasks in maintenance and construction which may involve the use of small hand or power tools and the less complex power equipment. Tasks usually are performed under direct supervision. Work typically includes such duties as: Loading, unloading, and moving materials; using pneumatic or hand tools to dig ditches and break

Laborer--Continued

street surfaces; installing and maintaining traffic signs and parking meter posts; compacting loose earth; distributing asphalt road-building material over road surfaces; operating sewer cleaning, rodding, and bucketing equipment.

For wage study purposes, workers are classified as follows:

Class A

Performs above duties using both hand and power tools and equipment.

Class B

Performs above duties using hand tools only.

Mechanic, Automotive (Maintenance)

Repairs automobiles, buses, motortrucks, and tractors. Work involves most of the following: Examining automotive equipment to diagnose source of trouble; disassembling equipment and performing repairs that involve the use of such handtools as wrenches, gauges, drills, or specialized equipment in disassembling or fitting parts; replacing broken or defective parts from stock; grinding and adjusting valves; reassembling and installing the various assemblies in the vehicle and making necessary adjustments; alining wheels, adjusting brakes and lights, or tightening body bolts. In general, the work of the automotive mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Painter, Maintenance

Paints and redecorates walls, woodwork, and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and crevices; applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Park Laborer (Groundskeeper)[1]

Performs a variety of tasks involving cleaning and maintaining the appearance of parks, recreation centers, and other public grounds. Duties typically include: Mowing lawn and trimming grass and hedges; watering lawn, trees, and flowers; picking up paper and rubbish; and repairing and painting benches, tables, and guardrails.

Plumber, Maintenance

Keeps the plumbing system of a location or locations in good order. Work involves: Knowledge of sanitary codes regarding installation of vents and traps in plumbing system; installing or repairing pipes and fixtures; opening clogged drains with a plunger or plumber's snake. In general, the work of the maintenance plumber requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Truckdriver

Drives a truck to transport materials, equipment, or men. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Excludes refuse truckdrivers, who are separately classified.

Truckdrivers are classified by size and type of equipment, as follows: (Tractor-trailers should be rated on the basis of trailer capacity.)

Truckdriver, light (under 1½ tons)
Truckdriver, medium (1½ to and including 4 tons)
Truckdriver, heavy (over 4 tons, trailer type)
Truckdriver, heavy (over 4 tons, other than trailer type)

Watchman

Makes rounds of premises periodically in protecting property against fire, theft, vandalism, and illegal entry. Duties typically include: Examining doors, windows, and gates to determine that they are secure; watching for and reporting irregularities, such as fire hazards, leaking water pipes, and security doors left unlocked. May register at watch stations to record time of inspection trips.

PUBLIC SAFETY AND CORRECTION

Correction Officer

Performs routine duties in a penal institution in accordance with established policies, regulations, and procedures to guard and supervise inmates in cells, at meals, during recreation, and on work assignments. Employs weapons

Correction Officer--Continued

or force to maintain discipline and order, if necessary. Duties typically include: Taking periodic inmate counts; searching inmates and cells for contraband articles; inspecting locks, window bars, grills, doors, and grates for tampering; aiding in prevention of escapes and taking part in searches for escaped inmates; escorting inmates to and from work details. May act as outside or wall guard.

Firefighter[1]

A full-time paid member of the fire department in a nonsupervisory position and with no promotional rank. Duties consist of combatting, extinguishing, and preventing fires, and performing maintenance on own equipment and quarters. Excludes fireman in specialty categories if additional compensation is paid (e.g., vehicle drivers and aides of departmental officers, firefighting or rescue apparatus operators and drivers, communications specialists, etc.).

Fire Captain

Supervises and coordinates the activities of a company of firefighters assigned to a firehouse. Work typically includes: Inspecting station house and equipment to insure compliance with departmental maintenance standards; responding to fire alarms, determining extent of fire, and directing firefighting crews; and evaluating efficiency of subordinate personnel.

Police Officer[1]

A member of the police force, usually in uniform, in a nonsupervisory position and with no promotional rank. Carries out general and specific assignments from superior officers in accordance with established rules and procedures. Maintains order, enforces laws and ordinances, and protects life and property in an assigned patrol district or beat by performing a combination of such duties as: Patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting, and processing prisoners; acting as a witness in court. Excludes police patrolmen in specialty categories if additional compensation is paid (e.g., criminal investigation, ambulance drivers, specialized staff or technical positions).

Police Sergeant

Work involves the first line supervision of police patrolmen or performance of specialized staff or technical duties and responsibilities with the rank of sergeant. Supervisory responsibilities include: Inspecting shift or post personnel, operations, and equipment; insuring compliance with departmental requirements and making routine decisions in accordance with established regulations and policies; observing patrolmen on post or patrol for efficiency and appearance and directing them in duties. Staff and technical responsibilities involve duties in such areas as police laboratories, communications, and information services. Excludes police sergeants in specialty categories, if additional compensation is paid (e.g., criminal investigation, some specialized staff or technical positions).

Probation Officer

Work encompasses activities related to probation of offenders. Duties typically include: Determining which cases fall within jurisdiction of court; making prehearing or presentencing investigations of offender; preparing social history for court; arranging for social service agency placement or clinical services for the probationer; working with probationer on treatment plan leading to his discharge from probation; and evaluating probationer's progress, securing remedial action by the court, if necessary. May work with juvenile and/or adult offenders and be attached administratively to court or to separate agency serving court.

SANITATION

Refuse Truckdriver

Drives a truck on a designated route for the collection of garbage, trash, or refuse. May act as work leader of refuse collectors assigned to his truck.

Refuse Collector

Picks up garbage, trash, or refuse from homes and businesses and deposits it in truck.

PROFESSIONAL, ADMINISTRATIVE, AND TECHNICAL

Accountant

Performs professional accounting work requiring knowledge of the theory and practice of recording, classifying, examining, and analyzing the data and records of financial transactions in a double-entry accounting system that is, usually, partially, or entirely on an accrual basis. The work requires a bachelor's degree in accounting. The work draws upon and requires a thorough knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy, and often also, entails some understanding of such related fields as business law, statistics, and general management.

Accountant--Continued

Professional responsibilities in accountant positions above the entry and developmental level include several such duties as:

Analyzing the effects of transactions upon account relationships;

Evaluating alternative means of treating transactions;

Planning the manner in which account structures should be developed or modified;

Assuring the adequacy of the accounting system as the basis for reporting to management;

Considering the need for new or changed controls;

Projecting accounting data to show the effects of proposed plans;

Interpreting the meaning of accounting records, reports, and statements;

Advising operating officials on accounting matters;

Recommending improvements, adaptations, or revisions in the accounting system and procedures.

(The entry and developmental level provides opportunities to develop ability to perform professional duties such as those enumerated above.)

In addition to such professional work, most accountants are also responsible for assuring the proper recording and documentation of transactions in the accounts. They, therefore, frequently direct nonprofessional personnel in the actual day-to-day maintenance of books of accounts, the accumulation of cost or other comparable data, the preparation of standard reports and statements, and similar work. (Positions involving such supervisory work but not including professional duties as described above, are not included in this description.)

Excluded are accountants whose principal or sole duties consist of designing or improving accounting systems, budget development, preparation, justification, and presentation, or other nonoperating staff work, e.g., financial analysis, financial forecasting, etc. (The criteria that follow for distinguishing among the several levels of work are inappropriate for such jobs.) Note, however, that professional accountant positions with responsibility for recording or reporting accounting data relative to the budget are included, as are operating or cost accountants whose work includes, but is not limited to, improvement of the accounting system.

Some accountants use electronic data processing equipment to process, record, and report accounting data. In some such cases the machine unit is a subordinate segment of the accounting system, in others it is a separate entity or is attached to some other organization. In either instance, provided the primary responsibility of the position is professional accounting work of the type otherwise included, the use of data processing equipment of any type does not of itself exclude a position from the accountant description nor does it change its level.

Class A

General characteristics - Performs professional operating or cost accounting work which is of greater than average professional difficulty and responsibility because of the presence of unusual and novel problems or the unusual magnitude or impact of the accounting program. Typically this level of difficulty arises from (a) the large size of the accounting and operating organization, (b) the atypical nature of the accounting problems encountered, or (c) close involvement in accounting systems design and development.

Direction received - An accountant of higher level normally is available to furnish advice and assistance as needed. Work is reviewed for adequacy of professional judgment, compliance with instructions, and overall quality.

Typical duties and responsibilities - The work is characterized by its unusual difficulty or responsibility. Accountants, class A, typically are directly concerned on a relatively continuous basis with what the nature of the accounting system should be, with the devising or revising of the operating accounting policies and procedures that are necessary, and with the managerial as well as the accounting meaning of the reports and statements for which he is responsible. Accountants, class A, are necessarily deeply involved in fundamental and complex accounting matters and in the managerial problems that are affected.

Responsibility for direction of others - Accounting staff he supervises generally includes professional accountants.

Class B

General characteristics - Performs professional operating or cost accounting work which requires the application of well established accounting principles, theories, concepts and practices to a wide variety of problems. Receives instructions concerning the objectives and operations of the overall accounting system.

Direction received - A higher level accountant normally is available to furnish advice and assistance as needed. Work is reviewed by spot checks and appraisal of results for adequacy of professional judgment, compliance with instructions, and overall accuracy and quality.

Accountant, Class B--Continued

Typical duties and responsibilities - A primary characteristic of most positions at this level is the responsibility for insuring that day-to-day operations of the system or assigned segment are carried out in accordance with accounting principles and the policies and objectives of the accounting system.

The accountant, class B exercises professional judgment in making frequent appropriate recommendations for: New accounts; revisions in the account structure; new types of ledgers; revisions in reporting system or subsidiary records; changes in instructions regarding the use of accounts, new or refined account classifications or definitions; etc. He also makes day-to-day decisions concerning the accounting treatment of financial transactions and is expected to recommend solutions to complex problems beyond the scope of his responsibility.

Responsibility for direction of others - Accounting staff he supervises, if any, may include professional accountants.

Class C

General characteristics - This is the entry and developmental level for professional accountants. After initial orientation and training, the accountant makes practical applications of technical accounting practices and concepts.

Assignments are designed to expand his practical experience and to develop his professional judgment in the application of basic accounting techniques to simple professional problems. He is expected to be competent in the application of standard procedures and requirements to routine transactions, and to raise questions about unusual or questionable items and to suggest solutions. (Terminal positions are excluded.)

Direction received - Work is reviewed closely to verify its general accuracy and coverage of unusual problems, to insure conformance with required procedures and special instructions, and to assure his professional growth. His progress is evaluated in terms of his ability to apply his professional knowledge to basic accounting problems in the day-to-day operations of an established accounting system.

Typical duties and responsibilities - Performs a variety of accounting tasks, e.g., prepares routine working papers, schedules, exhibits, and summaries indicating the extent of his examination and presenting and supporting his findings and recommendations. Examines a variety of accounting documents to verify accuracy of computations and to ascertain that all transactions are properly supported, are in accordance with pertinent policies and procedures, and are classified and recorded according to acceptable accounting standards. In addition to such work, may initially perform some nonprofessional tasks for training purposes.

Responsibility for direction of others - Usually none, although he may supervise a few clerks.

Building Inspector

Inspects building, issues permits, and enforces municipal building codes. Work typically includes: Examining plans for new buildings or repairs for existing buildings to determine conformance with building codes and zoning ordinances; inspecting new buildings during construction to ensure that zoning, fire, and safety regulations are met; inspecting older structures for structural and fire safety; interpreting regulations and codes to builders and property owners and assisting them in altering construction plans to meet established standards. Includes electrical and plumbing inspectors.

Chemist

Performs professional work to determine the composition, molecular structure, and properties of substances; to develop or investigate new materials and processes; and to investigate the transformation which substances undergo. The work requires a bachelor's degree in chemistry.

Class A

General characteristics - Performs work requiring leadership and expert knowledge in a specialized field or process, making recommendations and conclusions which serve as the basis for undertaking or rejecting important projects. Formulates and conducts a systematic attack on a problem area of considerable scope and complexity which must be approached through a series of complete and conceptually related studies, or a number of projects of lesser scope. Maintains liaison with individuals and units within and outside his organization with responsibility for acting independently on technical matters pertaining to his field.

Direction received - Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits. May consult with supervisor concerning unusual problems and developments.

Typical duties and responsibilities - (One or both of the following.)

1. In a supervisory capacity, plans, develops, coordinates and directs a number of large and important projects or a project of major scope and importance. Independently defines scope and critical elements of the projects and selects approaches to be taken. Or, is responsible for the entire chemical program of the municipality, when the program is of limited complexity and scope.

Chemist, Class A--Continued

2. As individual researcher or worker, determines, conceives, plans and conducts projects of major importance to the municipality, requiring development of new or highly modified scientific techniques and procedures, extensive knowledge of his specialty, and knowledge of related scientific fields. May serve as a consultant to other chemists in his specialty.

Responsibility for direction of others - Plans, organizes, and supervises the work of a staff of chemists and technicians. Estimates manpower needs and schedules and assigns work to meet completion date. Evaluates progress of the staff and results obtained, and recommends major changes to achieve overall objectives. Or, as individual worker or researcher, may be assisted on individual projects by other chemists or technicians.

Excluded are: Positions characterized by having responsibility for authoritative decisions and recommendations which have a far-reaching impact on extensive chemical and related activities of the jurisdiction, and chief chemists of organizations with complex research or testing activities.

Class B

General characteristics - Works as a fully competent chemist in the conventional aspects of the subject-matter or the functional area of the assignments. Performs a broad range of chemical tests and procedures utilized in the laboratory, using judgment in the independent evaluation, selection, and adaptation of standard methods and techniques. Receives technical advice and guidance on unconventional problems or questions.

Direction received - Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects.

Typical duties and responsibilities - Conducts laboratory assignments requiring the determination and evaluation of alternative procedures and the sequence of performing them. In accordance with instructions as to the nature of the problem, selects standard methods, tests or procedures; when necessary, develops or works out alternative or modified methods with supervisor's concurrence. Performs complex, exacting, or unusual analytical assignments requiring specialized knowledge of techniques or products. Interprets results, prepares reports, and may provide technical advice in his specialized area.

Responsibility for the direction of others - May supervise a small staff of chemists and technicians.

Class C

General characteristics - This is the beginning and developmental level of professional work, requiring a bachelor's degree in chemistry. Chemists, class C, are typically on-the-job trainees performing work requiring the selection and application of general and specialized methods, techniques, and instruments commonly used in the laboratory, and the ability to carry out instructions when less common or proposed methods or procedures are necessary. May also receive formal classroom training. (Terminal positions are excluded.)

Direction received - Supervisor establishes the nature and extent of analysis required, specifies methods and criteria on new types of assignments, and reviews work for thoroughness of application of methods and accuracy of results.

Typical duties and responsibilities - Carries out a wide variety of standardized methods, tests, and procedures; in accordance with specific instructions, may carry out proposed and less common ones. Assignments for new workers are typically planned to provide experience and familiarization with the methods, practices, and programs of the jurisdiction. As experience is gained, is expected to detect problems in using standardized procedures, and to recommend modifications of procedures based on his knowledge of the problem and pertinent available literature. Conducts specified phases of research projects as an assistant to an experienced chemist.

Responsibility for the direction of others - May be assisted by a few aids or technicians.

Employment Interviewer

Interviews job applicants to determine suitability for employment. Duties typically include: Obtaining information on education, training, and experience to ascertain whether qualifications meet job requirements; obtaining information concerning applicants' qualifications from former employers or other sources; recommending employment of qualified applicants. In addition, may administer placement, aptitude, or other preemployment tests. May select the most suitable applicants for a particular position from previously filed applications and reinterview them to select the most qualified.

Class A

Interviews applicants for a variety of types of jobs including professional, administrative, managerial, technical, or supervisory positions. Generally, has authority to hire an applicant. May provide advice and assistance to lower level interviewers.

Employment Interviewer--Continued

Class B

Interviews applicants for clerical or trades and labor types of jobs. Uses specific job requirements to evaluate applicants and is usually limited to jobs having relatively narrow skills and involving little difficulty in recruiting.

Engineer

Performs professional engineering work requiring knowledge of the science and art by which materials, natural resources, and power are made useful. The work requires a bachelor's degree in engineering. (Excluded are: Safety engineers, industrial engineers, and engineers whose primary responsibility is to be in charge of nonprofessional maintenance workers.)

In addition to being classified according to levels below, civil engineers are separately classified.

Engineer, Civil
Engineer, Except Civil

Class A

General characteristics - Work is characterized by full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Makes decisions independently on engineering problems and methods, and represents the jurisdiction or agency in conferences to resolve important questions and to plan and coordinate work. Positions may be supervisory or nonsupervisory.

Direction received - Assignments are received in terms of broad general objectives and limits. Supervision concerns administrative features and critical issues of the work.

Typical duties and responsibilities - Conceives and plans engineering projects involving exploration of subject area, definition of scope and selection of problems for investigation, and development of concepts and approaches.

Supervisor - Plans, develops, coordinates,and directs a number of large and important projects or a project of major scope and importance.

Nonsupervisory researcher - Carries out complex or novel research assignments requiring the development of new or improved techniques and procedures.

Nonsupervisory staff specialist - As a technical expert in a specific field, performs advisory, consulting, and review work; develops procedures and standards for work in his field.

Responsibility for the direction of others.

Supervisor - Supervises, coordinates, and reviews the work of a staff of engineers and technicians. Estimates manpower needs and schedules and assigns work to meet completion dates.

Excluded are: Positions characterized by having responsibility for authoritative decisions ard recommendations which have a far-reaching impact on extensive engineering and related activities of the jurisdiction, administrative heads of major agencies or departments, and chief engineers of large engineering organizations engaged in extensive research and construction activities.

Class B

General characteristics - Works independently as an engineer fully competent in conventional aspects of the subject matter or functional area of assignments. Makes independent technical decisions on details of work covered by precedents. Receives technical advice and guidance on unconventional problems or questions.

Direction received - Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects.

Typical duties and responsibilities - Plans, schedules, and coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional types of plans, investigations, surveys, structures, materials, or equipment with relatively few complex features not covered by precedents. Work requires a knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties.

Responsibility for the direction of others - May supervise the work of draftsmen, inspectors, and other technicians assigned to assist in the work. May be assisted by trainee engineers.

Engineer--Continued

Class C

General characteristics - This is the beginning and developmental level of professional engineering work, requiring a bachelor's degree in engineering. Engineers, class C, are typically on-the-job trainees performing engineering work requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks to develop their professional capabilities. May also receive classroom instruction. (Terminal positions are excluded.)

Direction received - Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on nonroutine work. Receives close supervision on new aspects of assignments.

Typical duties and responsibilities - Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced engineer. Assignments for new workers are typically planned to provide experience and familiarization with the methods, programs, and practices of the jurisdiction. As experience is gained, applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results, and follows operations through a series of related detailed steps or processes. In a training capacity, may perform some class B assignments under close technical supervision.

Responsibility for the direction of others - May be assisted by a few aids or technicians.

Electronic Technician

Works on various types of electronic equipment and related devices by performing one or a combination of the following: Installing, maintaining, repairing, overhauling, troubleshooting, modifying, constructing, and testing. Work requires practical application of technical knowledge of electronics principles, ability to determine malfunctions, and skill to put equipment in required operating condition.

The equipment--consisting of either many different kinds of circuits or multiple repetition of the same kind of circuit--includes, but is not limited to, the following: (a) Electronic transmitting and receiving equipment (e.g., radar, radio, television, telephone, sonar, navigational aids), (b) digital and analog computers, and (c) industrial and medical measuring and controlling equipment.

This classification excludes repairmen of such standard electronic equipment as common office machines and household radio and television sets; production assemblers and testers; workers whose primary duty is servicing electronic test instruments; technicians who have administrative or supervisory responsibility; and draftsmen, designers, and professional engineers.

Positions are classified into levels on the basis of the following definitions.

Class A

Applies advanced technical knowledge to solve unusually complex problems (i.e., those that typically cannot be solved solely by reference to manufacturers' manuals or similar documents) in working on electronic equipment. Examples of such problems include location and density of circuitry, electro-magnetic radiation, isolating malfunctions, and frequent engineering changes. Work involves: A detailed understanding of the interrelationships of circuits; exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, tracing relationships in signal flow; and regularly using complex test instruments (e.g., dual trace oscilloscopes, Q-meters, deviation meters, pulse generators).

Work may be reviewed by supervisor (frequently an engineer or designer) for general compliance with accepted practices. May provide technical guidance to lower level technicians.

Class B

Applies comprehensive technical knowledge to solve complex problems (i.e., those that typically can be solved solely by properly interpreting manufacturers' manuals or similar documents) in working on electronic equipment. Work involves: A familiarity with the interrelationships of circuits; and judgment in determining work sequence and in selecting tools and testing instruments, usually less complex than those used by the class A technician.

Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for specific compliance with accepted practices and work assignments. May provide technical guidance to lower level technicians.

Class C

Applies working technical knowledge to perform simple or routine tasks in working on electronic equipment, following detailed instructions which cover virtually all procedures. Work typically involves such tasks as: Assisting higher level technicians by performing such activities as replacing components, wiring circuits, and taking test readings; repairing simple electronic equipment; and using tools and common test instruments (e.g., multimeters, audio signal generators, tube testers, oscilloscopes). Is not required to be familiar with the interrelationships of circuits. This knowledge, however, may be acquired through assignments designed to increase competence (including classroom training) so that worker can advance to higher level technician.

Electronic Technician, Class C--Continued

Receives technical guidance, as required, from supervisor or higher level technician. Work is typically spot checked, but is given detailed review when new or advanced assignments are involved.

Job Analyst

Evaluates and classifies jobs to determine their level in the pay structure of the organization. Performs such duties as: Studying and analyzing jobs and preparing descriptions of duties and responsibilities and of the physical and mental requirements needed by workers; evaluating jobs and determining appropriate wage or salary levels in accordance with their difficulty and responsibility; independently conducting or participating in conducting compensation surveys; assisting in administering merit rating program; reviewing changes in wages and salaries indicated by surveys and recommending changes in pay scales; and auditing individual jobs to check the propriety of evaluations and to apply current job classifications.

Excluded are positions with significant responsibility in one or more areas of personnel management other than job analysis, i.e., recruitment, examination, training, labor-management relations, etc.

Class A

Analyzes and evaluates a variety of jobs in accordance with established evaluation systems and procedures. Assignments typically include responsibility for more difficult kinds of jobs. ("More difficult" means jobs which consist of hard-to-understand work processes; e.g., professional, scientific, administrative, or technical; or jobs in new or emerging occupational fields; or jobs which are being established as part of the creation of new organizations; or where other special considerations of these types apply.) Receives general supervision. Although final authority rests with personnel administrator or other supervisor, his judgments and recommendations form the basis for administrative actions.

Class B

Studies, describes, and evaluates the less difficult kinds of jobs, such as clerical or trades and labor, in accordance with established procedures. Works independently on such assignments, but is limited by instructions of his superior and by defined area of assignment. May assist in evaluations of more difficult types of jobs for training purposes.

Library Assistant

Performs subprofessional library work requiring practical knowledge of library functions and services, and the application of standard library tools, methods, and procedures. Work is generally performed under the direction of a professional librarian. Duties typically include several of the following: Locating books and publications for patrons; filing cards in catalog drawers according to system; issuing borrowers' identification cards according to established procedures; recording identifying data and due-date on cards; inspecting returned books for damage, verifying due-date, and computing and receiving overdue fines; compiling lists of overdue books and issuing overdue notices to borrowers; sorting library materials according to classification code and returning them to shelves and files.

Librarian

Performs nonsupervisory professional library work requiring knowledge of the theories, objectives, principles, and techniques of library science, and knowledge of literature resources. Work is concerned with the collection, organization, preservation, and retrieval of library materials. Duties typically include: Selection, acquisition, cataloging, and classification of materials; preparing reading lists and bibliographies; explaining the use of reference sources to locate information; issuing and receiving materials for circulation or for use in library; answering correspondence on special reference subjects. Position requires full professional performance within scope of assigned responsibilities, but excludes positions requiring extended and highly specialized training and experience (e.g., compiling comprehensive scientific or technical bibliographies; researching foreign language materials). May be assisted by nonprofessional workers, such as library assistants.

Library Director

Performs administrative work involving responsibility for formulating, developing, coordinating, and directing the programs and policies of a library system. Position requires extensive and highly specialized experience in the application of theories, principles, and techniques of librarianship to a general library system. Responsibilities typically include: Determining the scope of library collections, the types and extent of services provided, technical and administrative policies, and operating procedures; analyzing and coordinating departmental budget estimates, and administering approved budget; reviewing and evaluating orders for library materials; recommending personnel actions; and making decisions concerning equipment and facilities.

Recreation Leader

Conducts recreational activities at a playground or community center. Organizes, promotes, and develops interest in activities, such as arts and crafts, sports, games, music, dramatics, and hobbies. Duties typically include: Maintaining and enforcing rules and regulations; checking equipment in and out; instructing participants in proper use and care of equipment; promoting safety practices, and rendering first aid when necessary.

Surveyor Helper[1]

Assists surveyor or instrumentman in establishing line and grade, using rods, flags, tapes, or surveyor's chain as directed. Duties typically include: Holding level and sight rods; taking measurements with tape or chain; setting and marking grade stakes and bench marks; making simple notations; and performing other duties as directed by surveyor or instrumentman.

Social Worker

The work generally requires, as a minimum, a bachelor's degree in social work. In some situations, the social worker may operate independently in helping persons, or groups of persons, either to enhance normal social functioning as members of a family or in other interpersonal relationships. In other situations, the social worker functions as part of a team, in conjunction with doctors, teachers, law enforcement personnel and others, to resolve social aspects of health, educational, vocational, behavioral, or other problems.

Performs social work functions in public welfare programs, services to families, services to the aging, child welfare services, services to the handicapped, and medical social work services; the treatment and rehabilitation of those with physical or mental handicaps in hosptials, clinics, or community health services; the correction or treatment of socially deviant behavior of clients in court, prison, or rehabilitation systems; and in schools.

In addition to being classified according to the levels below, social workers who spend more than 50 percent of their time in one of the following specialities are categorized by specialty. Social workers not spending a majority of their time in any of these specialities are included in "Social Worker - Not Elsewhere Classified."

Social Worker - Public Welfare
Social Worker - Medical or Psychiatric
Social Worker - Correction, Probation, and Parole Services
Social Worker - Schools
Social Worker - Not Elsewhere Classified

Class A

Work at this level is performed under general direction and with considerable responsibility for exercising independent judgment within established agency policies. Work is characterized by complex psychological and social problems requiring considerable skill and professional judgment, as well as a thorough background in agency procedures. Responsibilities at this level may include providing advice and assistance to other social workers on specialized aspects of cases, assisting in the training of new workers, and possibly acting as a team leader.

Typical duties are: Diagnostic interviewing or reviewing of case reports and applications for service and making determinations of types of service needed to encompass complex problems; and providing services for multi-problem applicants, e.g., with problems in marital relationships or parent-child relationships, and for unwed mothers or parents who are relinquishing children for adoption.

Class B

The social worker at this level works under general supervision and is expected to be familiar with the agency's policies and procedures. Moreover, he has had experience in the application of the principles and techniques of social work and has considerable knowledge of Federal and State laws applicable to his work. In addition to providing appropriate initial services to meet immediate needs, he also assesses the broader scope of the clients' problems. Routine matters are handled independently, while complex, multi-problem situations may require advice and assistance from higher level social workers or supervisor.

Typical duties are: Responsibility for a caseload of public assistance recipients, e.g., assisting clients to develop their capabilities and utilize available community services, such as vocational training, child care service, etc.; approving assistance to eligible clients, subject to supervisory approval; reporting descriptive social data to mental or physical diagnostic and treatment teams, and courts and correctional institutions; providing services to clients and clients' relatives and other relevant persons in his environment on matters relating to clients' welfare; making investigations and recommendations for use in juvenile court proceedings; and selecting foster and adoptive homes for placement of children.

Class C

At this entry and developmental level, the social worker performs under direct supervision and in accordance with defined policies and procedures. Assignments enable him to become familiar with the agency's operational methods and to develop the social work skills needed for higher level positions.

Typical duties are: Recognizing the needs and determining the eligibility of applicants and recipients for assistance and services; making home calls to determine continued eligibility; and providing medical, psychiatric, or child welfare social work services where problems are not complex, e.g., obtaining readily available sociopsychiatric case history information for use in pre-admission screening, assisting patients and relatives in use of community services, or investigating possible foster homes for children.

Surveyor

Determines exact location and measurements of points, grades, elevations, lines, areas, and contours of earth's surface to secure data used for construction, mapmaking, land valuation,and other purposes. Duties typically include: Setting up and operating transit, level, planetable, and other instruments used in field survey work; calculating information to conduct survey from notes, maps, or other records; keeping accurate field notes, records, and progress reports; verifying by calculations the accuracy of survey data secured.

May serve as chief of survey party. Does not include instrumentmen who do not have full scope of responsibility described above, and professional engineers who may survey as part of more complex duties.

1/ Occupational titles have been changed to eliminate sex stereotypes.

Old Title	New Title
Messenger (office boy or girl)	Messenger
Janitor, porter, or cleaner (sweeper, charwoman, janitress)	Janitor, porter, or cleaner
Park laborer (groundsman)	Park laborer (groundskeeper)
Firefighter (fireman)	Firefighter
Police patrolman	Police officer
Rodman, chainman	Surveyor helper

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Municipal Government Wage Surveys
Conducted by
Bureau of Labor Statistics Regional Offices

Completed Surveys

City	Payroll Period	City	Payroll Period
Akron, OH	April 1973	Memphis, TN	November 1974
Atlanta, GA	May 1975	Miami, FL	May 1973
Austin, TX	March 1973	Milwaukee, WI	February 1974
Baltimore, MD	October 1974	Minneapolis, MN	July 1972
Birmingham, AL	April 1971	Nashville-Davidson, TN	April 1973
Boston, MA	August 1974	New Orleans, LA	September 1972
Buffalo, NY	October 1971	New York, NY	April 1974
Burlington, VT	March 1973	Newark, NJ	January 1971
Chicago, IL	June 1974	Norfolk, VA	August 1973
Cincinnati, OH	March 1972	Omaha, NE	August 1971
Cleveland, OH	June 1974	Philadelphia, PA	November 1974
Columbus, OH	April 1975	Phoenix, AZ	June 1975
Dallas, TX	March 1972	Pittsburgh, PA	April 1972
Denver, CO	January 1974	Portland, ME	March 1973
Detroit, MI	November 1973	Rochester, NY	April 1973
Ft. Worth, TX	May 1973	St. Louis, MO	November 1974
Hartford, CT	January 1971	St. Paul, MN	August 1971
Houston, TX	March 1971	San Antonio, TX	May 1972
Indianapolis, IN	April 1974	San Diego, CA	June 1975
Jacksonville, FL	December 1974	San Francisco, CA	August 1972
Jersey City, NJ	July 1973	Seattle, WA	June 1975
Kansas City, KS	March 1975	Tampa, FL	May 1973
Los Angeles, CA	September 1974	Toledo, OH	July 1973
Louisville, KY	April 1971	Washington, DC	June 1975
Manchester, NH	March 1973	Wichita, KS	May 1973

Reports for each of the cities are available at no cost while supplies last from the regional offices shown on the inside back cover for cities within each region. Please order these publications from the appropriate regional office.

Copies of reports of municipal government surveys are available at no cost while supplies last from the regional offices shown below for cities within each region.

Please order these publications from the appropriate regional office.

BUREAU OF LABOR STATISTICS REGIONAL OFFICES

Region I
1603 JFK Federal Building
Government Center
Boston, Mass. 02203
Phone: 223-6761 (Area Code 617)
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Region II
1515 Broadway
New York, N.Y. 10036
Phone: 971-5405 (Area Code 212)
New Jersey
New York
Puerto Rico
Virgin Islands

Region III
406 Penn Square Building
1317 Filbert St.
Philadelphia, Pa. 19107
Phone: 597-7796 (Area Code 215)
Delaware
District of Columbia
Maryland
Pennsylvania
Virginia
West Virginia

Region IV
Suite 540
1371 Peachtree St. N.E.
Atlanta, Ga. 30309
Phone: 526-5418 (Area Code 404)
Alabama
Florida
Georgia
Kentucky
Mississippi
North Carolina
South Carolina
Tennessee

Region V
8th Floor, 300 South Wacker Drive
Chicago, Ill. 60606
Phone: 353-1880 (Area Code 312)
Illinois
Indiana
Michigan
Minnesota
Ohio
Wisconsin

Region VI
1100 Commerce St. Rm. 8B7
Dallas, Tex. 75202
Phone: 749-3516 (Area Code 214)
Arkansas
Louisiana
New Mexico
Oklahoma
Texas

Regions VII and VIII
Federal Office Building
911 Walnut St., 10th Floor
Kansas City, Mo. 64106
Phone: 374-2481 (Area Code 816)

VII	VIII
Iowa	Colorado
Kansas	Montana
Missouri	North Dakota
Nebraska	South Dakota
	Utah
	Wyoming

Regions IX and X
450 Golden Gate Ave.
Box 36017
San Francisco, Calif. 94102
Phone: 556-4678 (Area Code 415)

IX	X
Arizona	Alaska
California	Idaho
Hawaii	Oregon
Nevada	Washington